

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASING: (916) 568-3071 • FAX: (916) 568-3145  
 ACCOUNTING OPS: (916) 568-3065 • FAX: (916) 286-3636

**PURCHASE ORDER NO 0001080038**

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

<b>Date</b> 02/09/2015	<b>Revision</b>	<b>Page</b> 1
<b>Payment Terms</b> NET 30	<b>Freight Terms</b> Shipping Point	<b>Ship Via</b> Best Metho
<b>Reference:</b> 808641 RUSSOR GALLARZC		<b>Location / Dept</b> 04VAPA2260

**Vendor:** 0000003773  
 MUSICIAN'S FRIEND, INC.  
 PO BOX 7479  
 WEST LAKE VILLAGE CA 91359

**Phone:** (866) 543-0750  
**Fax:** (800) 421-5174

**email:** Kelly.Johnson@musiciansfriend.com

**Ship To:** FOLSOM LAKE COLLEGE  
 RECEIVING  
 10 COLLEGE PARKWAY  
 FOLSOM CA 95630-6798  
 United States

**Bill To:** 1919 Spanos Court  
 Sacramento CA 95825-3981  
 United States

Tax Exempt? N

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	AVID PRO TOOLS 11 CROSSGRADE FROM PRO TOOLS LE (ACTIVATION CARD), ITEM#: H79003000000000	16.00	EA	169.00	2,704.00	02/23/2015
2- 1	PACE iLOK 2 LICENSE MANAGER, ITEM #: H70847000000000	16.00	EA	45.00	720.00	02/23/2015

REFERENCE PROPOSAL #: 1-8-2015

<b>Sub Total Amount</b>	3,424.00
<b>Sales Tax Amount</b>	273.92
<b>Total PO Amount</b>	3,697.92

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4303	12	FL.VI.VTEA	10050	00000	316C	3,697.92	2015

Verification of this purchase order can be made using the Los Rios Community College District web site listed below. If you have any questions, please contact the Purchasing Office at (916)568-3071.

<http://www.losrios.edu/purchasing/povalidation>

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

**Authorized Signature**



Notice to vendor: You are responsible for delivering goods and delivery documents to the Receiving Department at the site. Failure to do so will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of goods by other parties and failure to obtain authorized signatures may also delay payment. NOTE: PAYMENT TERMS NET 30  
 MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

## LOS RIOS COMMUNITY COLLEGE DISTRICT

American River College • Cosumnes River College • Folsom Lake College • Sacramento City College

### PURCHASE ORDER TERMS AND CONDITIONS

1. **APPLICABLE LAW:** The contract resulting from this order shall be governed by the laws of the State of California
2. **COMPLETION OF ORDERS:** LRCCD reserves the right to withhold payment until order is completed.
3. **DISCOUNTS:** Please show cash payment discount offered on your invoice in connection with any discount offered, time will be computed from date of delivery of the supplies or equipment, or from date correct invoices are received in the office specified by LRCCD if the latter date is later than the date of delivery. Payment is deemed to be made for the purpose of earning discount, on the date payment is mailed or on behalf of LRCCD.
4. **INVOICES:** Invoices shall be prepared and submitted in duplicate unless otherwise specified. Invoices shall contain Purchase order number, date, description of items, sizes and quantities, unit prices, extended totals, place and date of delivery. Invoices or vouchers not on printed bill heads shall be signed by the CONTRACTOR or person furnishing the supplies or services. Every invoice shall be properly itemized. If LRCCD has not received billing for product or services within a one year period LRCCD will not be held responsible for satisfying the debt.
5. **CHANGES:** No change or modification in terms, quantities, or specifications may be made without express authorization in writing from the LRCCD Purchasing Office and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. If unit cost of any item exceeds the amount shown by 10% or \$250.00 whichever is less do not ship. Contact LRCCD Purchasing at the phone number provided.
6. **BILL OF LADING:** If Bill of Lading is applicable to this order, send originals to "Ship to" address and duplicate Bill of Lading with invoices to "Bill to" address. All correspondence, invoices, bills of lading, shipping memos, packages, etc., must show purchase order number. If factory shipment, advise factory to comply.
7. **TRANSPORTATION CHARGES:** Invoices for prepaid transportation charges must be supported by original receipted expense bills.
8. **FOB POINT AND FREIGHT CHARGES:** Unless otherwise specified on this order, all items shall be delivered FOB Destination. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose will be paid by LRCCD unless expressly included and itemized in the order. Unless otherwise shown, on "FOB Shipping Point" transactions, CONTRACTOR shall arrange for lowest cost transportation, prepay and add freight to invoice and furnish supporting freight bills if the amount exceeds \$50.00. On "FOB Shipping Point" transactions, should any shipments under this purchase order be received by LRCCD in a damaged condition and any related freight loss and damage claims filed against the carrier or carriers be wholly or partially declined with the inference that damage was the result of the act of the shipper such as inadequate packaging or loading or some inherent defect in the equipment and/or material, CONTRACTOR on request of LRCCD shall at CONTRACTOR's own expense assist LRCCD in establishing carrier liability by supplying evidence that the equipment and/or materials was properly constructed, manufactured, packaged, and secured to withstand normal transportation conditions. Shipments that are California intrastate in nature and where freight is to be borne by LRCCD shall be tendered to carriers with written instructions that rate and charges may not exceed the lowest lawful rates on file with the California Public Utilities Commission.
9. **PATENT INDEMNITY:** The CONTRACTOR shall hold LRCCD, its officers, agents and employees harmless from alleged liability of any nature or kind, including costs and attorney fees and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
10. **TAXES:** Certain articles sold to LRCCD are exempt from certain Federal excise taxes. LRCCD will reimburse the CONTRACTOR for, or pay directly, all California State and local sales and use taxes applicable to this purchase.
11. **EQUAL OPPORTUNITY EMPLOYER:** The acceptance of this purchase order by a supplier of goods and services is a certification that such supplier complies with all provisions of executive order 11246 and is an equal opportunity employer.
12. **GENERAL SAFETY ORDERS:** All materials, supplies and services sold to LRCCD shall conform to the general safety orders of the State of California. All materials, except as otherwise specified, must be new and of the best quality of their respective kinds.
13. **INDEMNIFICATION:** CONTRACTOR shall indemnify, defend and hold harmless LRCCD, its trustees, officers, agents, employees and volunteers, from any and all claims, demands, suits, causes of action, damages, penalties, breaches of this agreement, infringement of patent rights, costs, expenses, violations of employee occupational health and safety laws, attorney fees, losses or liability, property damage, personal injuries to or death of persons, arising out of, alleged to have arisen out of, or relating in any way to CONTRACTOR's work to be performed under this agreement, except if caused solely by the negligence of LRCCD.
14. **TERMINATION:** LRCCD may terminate this agreement and be relieved of the payment of any consideration to CONTRACTOR should CONTRACTOR fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination LRCCD may proceed with the work in any manner deemed proper by LRCCD. The cost to LRCCD shall be deducted from any sum due the CONTRACTOR under this agreement and the balance if any, shall be paid the CONTRACTOR upon demand.
15. **ASSIGNMENT:** Without the written consent of LRCCD, this agreement is not assignable by CONTRACTOR either in whole or in part.
16. **PUBLIC WORKS PROJECTS:** CONTRACTOR must comply with Public Contract Code.
17. **CA LABOR CODE:** Pursuant to Section 1700, and following, the CONTRACTOR shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are on file at the Business Office of the Los Rios Community College District, 1919 Spanos Court, Sacramento, CA 95825. Those copies shall be made available to any interested party upon request. The CONTRACTOR shall forfeit, as penalty to the LRCCD, Fifty Dollars (\$50.00) for each calendar day or portion thereof, for each workman paid less than the stipulated prevailing rates for any work done under the contract by him/her or by any subcontractor under him, in violation of the provisions of such Labor Code.
18. **NOTICE:** Your employees may be exposed to hazardous substances during the course of their work while on LRCCD property. For additional information on the hazardous substances that your employees may be exposed to contact the LRCCD General Services Department at (916) 568-3048.
19. **INSURANCE:** CONTRACTOR shall, at all times, maintain in full force and effect the following insurance: Workers' Compensation, Commercial General Liability, Auto Liability, and Professional Liability if licensed professional. Policy limits for each shall be at least \$1,000,000 AND \$3,000,000 AGGREGATE for bodily injury, personal injury and property damage. Any combination of General Liability and Excess Coverage can be combined to meet the Aggregate. LRCCD shall be named as an additional insured on CONTRACTOR's policies. The CONTRACTOR shall provide a certificate of insurance and required endorsements to comply with this section at least 15 days prior to commencement of work under this contract. The certificate shall state that LRCCD will be given 30 days notice of any material change or cancellation in coverage.
20. **DISQUALIFIED EMPLOYEES:** CONTRACTOR shall ensure that persons who perform services on LRCCD property have not been convicted of any felony, or any controlled substance offense or any sex offense as those terms are defined by Education Code section 87008-87010. If LRCCD determines that any person employed by CONTRACTOR to work on LRCCD property is incompetent, unfaithful, intemperate, disorderly, abusive or is otherwise unsatisfactory, CONTRACTOR shall cause that employee to be removed from working on LRCCD property immediately, and that person shall not be employed again on LRCCD property.
21. **WORK AUTHORIZATION:** Prior to LRCCD's acceptance of this Agreement, CONTRACTORS who are not U.S. citizens must provide verification of (a) work authorization status from the appropriate U.S. Department of State; (b) a copy of their U.S. visa; (c) the number of days present in the U.S.; and (d) tax treaty status. LRCCD shall not make any payments to CONTRACTOR unless CONTRACTOR holds the appropriate U.S. visa. CONTRACTOR is responsible for ensuring they are in possession of the appropriate visa.
22. **WARRANTY:** CONTRACTOR expressly warrants that all materials, goods, equipment, services, and/or labor shall conform to the requirements set forth or incorporated into this order and any applicable industry standards or requirements, shall be merchantable and free from defects in workmanship, materials and/or design (including latent defects), and shall perform as specified. CONTRACTOR further warrants that all materials, goods, equipment, services, and/or labor will be fit and sufficient for the particular purposes intended by LRCCD. Unless agreed upon otherwise between LRCCD and CONTRACTOR, the warranty period shall be the longer of: (a) any express warranty included in this service agreement; (b) one year after the materials, goods, equipment, services, and/or labor are accepted by LRCCD; or (c) any warranty period provided under any applicable California law.

# Los Rios Community College District

## Requisition

Page 1 of 1

Req. No. **808641**

Vendor Code \_\_\_\_\_ DATE 01/08/2015 VENDOR Musician's Friend P.O. NO. \_\_\_\_\_

Approved by / Date \_\_\_\_\_ ADDRESS PO Box 7479 2015 JAN 14 P 4: 13

Reviewed by / Date \_\_\_\_\_ CITY Westlake Villag STATE CA ZIP 91359 DELIVERY INSTRUCTIONS  
04 VAPA 2260  
04 VAPA 2260

Dispatched Method / Date \_\_\_\_\_ E-MAIL \_\_\_\_\_ PHONE 1-866-498-7882 FAX (866) 498-7874

FLC Department Building Location Music

College/District Location VAPA(7) Department Please contact with Hao @ ext 6754

Division \_\_\_\_\_ Date Required \_\_\_\_\_

ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
*Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION.					
1	Avid Pro Tools 11 Crossgrade from Pro Tools LE, item #H79003	16	1	169.00	2704.00
2	Pace iLok 2 License Manager, item# H70847	16	1	45.00	720.00
3					
4	<i>1/29/15 RCVD Completed REQ w/CATG BOX signed. (EXP)</i>				
5					
6					
7					
8					
9					
10	<i>Kim Harrell must sign</i>				
11					
12					
13				SUB	3424.00
				S&H	Free

Purchases Charged to Categorical Programs, Grants or Special Projects

This purchase is in compliance with the requirements of \_\_\_\_\_

*Kim Harrell* Program Director/Coordinator Signature For grants/special projects

Program Name VTEA Project/Grant Number 316 C

Program Goal/Objective Number/Explanation \_\_\_\_\_

SalesTax	282.48
<b>Total</b>	<b>3706.48</b>

I hereby certify the items/services listed above shall be obtained in accordance with District Policy, Conflict of Interest Code, P-8611, and all other applicable district, state and federal policies, rules, regulations and laws.

REQUESTED BY: *Renée Russo* TYPED/PRINT DATE 1-12-14

REQUESTED BY: *Kim Harrell* SIGNATURE DATE 1-12-14

AUTHORIZED: *Kim Harrell* DEAN OR AUTHORIZED SIGNATURE DATE 1-12-14

APPROVED: *Matthew Gubler* VICE PRESIDENT, ADMINISTRATION DATE 1/30/15

GENFC /4303 /12 / FL.VI.VTEA

Bus. Unit	Account	* Fund	Org	Amount
10050	/00000	/2015	/316c	\$ 3706.48
Program	Sub-Class	BY	Proj/Grnt	Amount
	/	/	/	
Bus. Unit	Account	* Fund	Org	Amount
	/	/	/	\$ 2015
Program	Sub-Class	BY	Proj/Grnt	Amount
	/	/	/	

\* Asset Location - Equipment purchases over \$200 (Accts: 6480, 6490, 6491, 6493, 6495) Complete the area below indicating the final assigned location of equipment.

Location Code \_\_\_\_\_ Dept. \_\_\_\_\_

Building \_\_\_\_\_ Room No. \_\_\_\_\_

*1/29/15*

*Completed*

*FLC BUSINESS SERVICES*

*29*

*1/29/15*

*Completed*

*REQ*



**Lee, Hao**

---

**From:** Christopher BarlowMF <Christopher.Barlow@musiciansfriend.com>  
**Sent:** Thursday, January 08, 2015 9:43 AM  
**To:** Lee, Hao  
**Cc:** Kelly JohnsonMF  
**Subject:** CA, Folsom QUOTATION Folsom Lake College 1-8-2015 4



**Bid Proposal 1-8-2015**

QUOTED FOR:  
Hao Lee  
Folsom Lake College  
916-608-6754  
[LeeH@flc.losrios.edu](mailto:LeeH@flc.losrios.edu)

Musician's Friend  
PO Box 7479  
Westlake Village, CA 91359  
Fax: (800) 421-5174  
Ph: (866) 543-0750

Thank you for presenting us this bid opportunity. We appreciate the opportunity to earn your business. The below pricing is for your review and approval. The quoted pricing is valid for 60 days. *We also charge sales tax to the following states: UT, CA, WA, IN and MO. If you're in one of the following states please include sales tax or send tax exempt information along with your purchase order.*

Item Number	Description	Qty	Unit price	Total
<u>H79003000000000</u>	<u>Avid Pro Tools 11 Crossgrade from Pro Tools LE (Activation Card)</u>	<u>16</u>	<u>\$ 169.00</u>	<u>\$ 2,704.00</u>
<u>H70847000000000</u>	<u>Pace iLok 2 License Manager</u>	<u>16</u>	<u>\$ 45.00</u>	<u>\$ 720.00</u>
Sub Total				<u>\$ 3,424.00</u>
Shipping & Handling				<u>\$ -</u>
Totals				<u>\$ 3,424.00</u>



**\*FREIGHT/SHIPPING is included in pricing unless otherwise noted.**

**Pricing provided by: Christopher Barlow**

**ACCOUNT REPRESENTATIVES FOR YOUR SCHOOL:**

<b>Christopher Barlow</b>	<b>ext.2878</b>	<b><u><a href="mailto:Christopher.Barlow@musiciansfriend.com">Christopher.Barlow@musiciansfriend.com</a></u></b>
<b>Kelly Johnson</b>	<b>ext.2590</b>	<b><u><a href="mailto:Kelly.Johnson@musiciansfriend.com">Kelly.Johnson@musiciansfriend.com</a></u></b>

**TERMS:**

- Free ground shipping within the 48 contiguous states is included in the price unless specified above
- Invoice terms are Net 30, please submit your tax exempt certificates with your signed hard copy school purchase order
- Quoted pricing is the final price, no other promotions, coupons or discounts are available.
- Call to confirm quoted price after 60 days
- Shipment ARO 7-14 business days for stock items; expected backorder dates are available at the time of order
- All products are shipped with dock delivery using a common carrier (i.e.: UPS, USPS or FED EX Truck Freight)
- Delivery appointments may be requested by the shipper for truck freight; arrangements for unloading product are the responsibility of the customer. Please allow extra week for delivery. Truck freight is dock delivery. Contact name and cell number is required on purchase orders for arrangements
- To obtain automatic shipping and backorder notifications sent to an official district business office email address, please provide one Music Department contact for all locations
- Additional protection against accidental Damage and Handling is available through our Gold Coverage; otherwise, all standard Manufacturer's warranties apply
- Band Boosters, PTA/PTO send check with orders or call with credit card
- Procurement credit cards are accepted with a call-in order, reference quote name and date of discount
- Orders accepted via fax **800-421-5174** or email to [schools@musiciansfriend.com](mailto:schools@musiciansfriend.com)
- Purchase Order Department phone **866-543-0750**

Thank you.

Christopher Barlow

*Institutional Account Manager*

*Phone number: (866) 543-0750 ext 2878*

*Fax: (800) 421-5174*



**CONFIDENTIALITY NOTICE:** This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited under applicable law. If you have received this e-mail and are not the intended recipient(s), please contact the sender by reply e-mail and destroy all copies of the original message

# Sweetwater | quote

5501 US Highway 30 W  
Fort Wayne, IN 46818

(260) 432-8176  
(800) 222-4700  
Fax (260) 432-1758

**Quote Pages** 1  
**Quote Date** 01/08/2015  
**Quote Number** 3067800  
**Customer Number** 2466291  
**Salesman** Ted Hunter X 1397

**Quote To:**

Hao Lee  
Folsom Lake College  
10 College Pkwy  
Folsom, CA 95630-6798

**Phone Numbers:**  
**W** 916 941 5368

Qty	Item	Wt	Mfg List	Sell At	Extended
16	PT11SoftEdu - Avid Pro Tools 11 Edu <a href="http://www.sweetwater.com/store/detail/PT11SoftEdu/">http://www.sweetwater.com/store/detail/PT11SoftEdu/</a>	0.46	\$299.00	\$299.00	\$4,784.00

**Notes:**

**Subtotal:** \$4,784.00  
**Ship & Hand:** \$47.89  
**Free Shipping Promo:** -\$47.89  
**0 % Tax:** \$0.00  

---

**QUOTE** \$4,784.00

**Via:** FedEx Ground (Business)



# Government, Education, and Corporate Department

For Pricing Requests, Purchase Orders, and Customer Service:

Phone: 800-947-8003  
212-239-7503

Fax: 800-858-5517  
212-239-7759

Email: Education: emailbids@bhphoto.com Federal Government: gsa@bhphoto.com  
Corporate: corporatesales@bhphoto.com State and Local: biddept@bhphoto.com

The Professional's Source

420 Ninth Avenue, New York City, NY 10001 • www.bhphotovideo.com

Federal ID#: 13-2768071

Prices Are Valid Until: 01/22/15 Bid No.: 523658940

Sold To: Jackie Kaldani  
Los Rios Community College Dis  
1919 Spanos Ct.  
Attn: Accounts Payable  
SACRAMENTO, CA 95825

Ship To: Folsom Lake College  
10 College Parkway  
Attn: Receiving  
FOLSOM, CA 95630

Bill Phone: (916)568-3074 Ext.:PURCH  
Work Phone: (916)568-3113 Ext.:AP  
Fax Phone: (916)286-3636 Ext.:FAX

(916)568-3071

X

Date	Customer Code	Terms	Salesperson	Ship Via
01/08/15	1594475	N/A	2HF	STANDARD
Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
16	PACE ILOK2 USB SOFTWARE AUTHORIZATION KEY/REG <i>This Item Has Free Shipping To The Continental USA.</i>	PAILOK2 (ILOK2)	36.99	591.84
16	AVID PRO TOOLS TEACHERS EDITION/REG	AVPTTED (99006546100E)	299.00	4,784.00
PLEASE NOTE: ----- Certain items may be enforced by vendor to sell at the vendor-imposed price posted at the time of order.				
<b>Payment Type -</b> NO PAYMENT TYPE SELECTED			<b>- Amount</b>	
			Sub-Total:	5,375.84
			Shipping:	0.00
			<b>Total:</b>	<b>5,375.84</b>

BNH\_quote



1/14/15 Ret'd INCOMPLETE

# Los Rios Community College District

## Requisition

Page 1 of 1

FLC BUSINESS SERVICES

Req. No. 808641

Vendor Code

DATE 01/08/2015 VENDOR Musician's Friend

P.O. NO.

Approved by / Date

ADDRESS PO Box 7479

DELIVERY INSTRUCTIONS  
04VAPA2260

Reviewed by / Date

CITY Westlake Villag STATE CA ZIP 91359

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Dispatched Method / Date

E-MAIL  
PHONE 1-866-498-7882 FAX (866) 498-7874

Department Building Location  
FLC Music  
College/District Location Department  
VAPA(7) Please contact with Hao @ ext 6754  
Division Date Required

ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
*Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION.					
1	Avid Pro Tools 11 Crossgrade from Pro Tools LE, item #H79003	16	1	169.00	2704.00
2	Pace iLok 2 License Manager, item# H70847	16	1	45.00	720.00
3					
4	1/29/15_RCVD Completed REQ w/ CATG BOX signed. Submitted to VPA for approval 1/30/15				
5					
6					
7					
8					
9					
10					
11					
12				SUB	3424.00
13				S&H	Free

Kim Harrell  
must sign

Purchases Charged to Categorical Programs, Grants or Special Projects

This purchase is in compliance with the requirements of

*Kim Harrell*  
Program Director/Coordinator Signature

For grants/special projects

Program Name **VTEA** Project/Grant Number **316 C**

SalesTax 282.48

Total 3706.48

Program Goal/Objective Number/Explanation

I hereby certify the items/services listed above shall be obtained in accordance with District Policy, Conflict of Interest Code, P-8611, and all other applicable district, state and federal policies, rules, regulations and laws.

REQUESTED BY: *Renée Russo* TYPED/PRINT DATE **1-12-14**

REQUESTED BY: *Renée Russo* SIGNATURE DATE **1-12-14**

AUTHORIZED: *Kim Harrell* DEAN OR AUTHORIZED SIGNATURE DATE **1-12-14**

APPROVED: VICE PRESIDENT, ADMINISTRATION DATE

GS #127 05/13

Instructions on Reverse

GENFC	/4303	/12	/FL.VI.VTEA
Bus. Unit	Account	* Fund	Org
10050	/00000	/2015	/316c
			\$ 3706.48
Program	Sub-Class	BY	Proj/Grnt
/	/	/	/
Bus. Unit	Account	* Fund	Org
/	/	/	/
Program	Sub-Class	BY	Proj/Grnt
/	/	/	/
			\$ 2015 Amount

\* Asset Location - Equipment purchases over \$200 (Accts: 6486, 6490, 6491, 6493, 6495) complete the area below indicating the final assigned location of equipment.

Location Code \_\_\_\_\_ Dept. \_\_\_\_\_

Building \_\_\_\_\_ Room No. \_\_\_\_\_

FLC BUSINESS SERVICES  
2015  
Completed  
1/29/15  
Hao

**From:** [Haney, Brenda](#)  
**To:** [Anderson, Jae](#)  
**Cc:** [Pactol, Monica](#)  
**Subject:** PLEASE ADVISE\_ STATUS OF RETURNED REQs: 808641 Muscian"s Friend Area 7 ; 767766 VWR Area 3  
**Date:** Wednesday, January 28, 2015 3:40:46 PM  
**Attachments:** [RET"D TO AREA 3 INCOMPL REQ# 767766 VWR SCIENTIFIC.pdf](#)  
[RET"D TO VPI INCOMPL REQ# 808641 MUSICIAN"S FRIEND.PDF](#)

---

Hi Jae –

Can you give me a status of these two REQs:

REQ#_767766	VWR	Returned to Area 3	12/19/14
REQ#_808641	MUSICIAN’S FRIEND	Returned to VPI	01/14/15

Thank you,

*Brenda Haney*

Business Services

Folsom Lake College | 10 College Parkway | Folsom, CA 95630

 916.608.6635 |  [haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)



1/14/15 Ref'd INCOMPLETE

# Los Rios Community College District

## Requisition

FLC BUSINESS SERVICES

Page 1 of 1

Req. No. 808641

Vendor Code

DATE 01/08/2015 VENDOR Musician's Friend

P.O. NO.

Approved by / Date

ADDRESS PO Box 7479

2015 JAN 14 P 4:13

DELIVERY INSTRUCTIONS

Reviewed by / Date

CITY Westlake Villag STATE CA ZIP 91359

04MusicFLC

Dispatched Method / Date

E-MAIL  
PHONE 1-866-498-7882 FAX (866) 498-7874

Department Building Location  
FLC Music  
College/District Location Department  
VAPA(7) Please contact with Hao @ ext 6754  
Division Date Required

ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
*Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION.					
1	Avid Pro Tools 11 Crossgrade from Pro Tools LE, item #H79003	16	1	169.00	2704.00
2	Pace iLok 2 License Manager, item# H70847	16	1	45.00	720.00
3					
4					
5					
6					
7					
8					
9					
10					
11					
12				SUB	3424.00
13				S&H	Free

Kim Hamrell  
must sign

Purchases Charged to Categorical Programs, Grants or Special Projects  
This purchase is in compliance with the requirements of \_\_\_\_\_

Sales Tax 282.48

Program Name \_\_\_\_\_  
For grants/special projects \_\_\_\_\_  
Program Director/Coordinator Signature \_\_\_\_\_ Project/Grant Number \_\_\_\_\_

Total 3706.48

Program Goal/Objective Number/Explanation \_\_\_\_\_

I hereby certify the items/services listed above shall be obtained in accordance with District Policy, Conflict of Interest Code, P-8611, and all other applicable district, state and federal policies, rules, regulations and laws.

GENFD /4303 /12 / FL.VI.VTEA

Bus. Unit Account \*Fund Org  
10050 /00000 /2015 /316c \$ 3706.48

REQUESTED BY: RENEE RUSSO TYPED/PRINT DATE 1-12-14  
REQUESTED BY: [Signature] SIGNATURE DATE 1-12-14  
AUTHORIZED: [Signature] DEAN OR AUTHORIZED SIGNATURE DATE 1-12-14

Brenda-  
Is there any way  
to make this a  
priority purchase?  
Thanks! Joe  
maria

APPROVED: \_\_\_\_\_ VICE PRESIDENT, ADMINISTRATION DATE \_\_\_\_\_

490, 6491, 6493, 6495  
on of equipment.



Perkins IV, Title I, Part C  
Checklist Form

Please indicate which of the requirements are met by this expenditure (check all that apply).

- Strengthen academic and career technical skills of students through integration
- Link CTE secondary and postsecondary programs (at least 1 program of study)
- Provide students with strong experience and understanding in all aspects of an industry Work-Based Learning (WBL)
- Develop, improve or expand use of technology
- Professional development
- Evaluate programs with emphasis on special populations
- Initiate, improve, expand and modernize quality programs
- Provide activities, services and be of sufficient, size, scope and quality
- Prepare special populations for high skill, high wage, or high demand, occupations

Please indicate which of the permissive uses are met by this expenditure (check all that apply).

- Involve parents, business and labor in planning & operation
- Career guidance & academic counseling
- Business Partnerships - Work-related experiences for students or faculty
- Programs for special populations
- CTE student organizations
- Mentoring & support services
- Upgrading equipment
- Teacher preparation programs
- Improving and developing new CTE courses including distance education
- Assist transition to BA degree programs
- Support entrepreneurship education
- Initiatives for secondary students obtaining postsecondary credit to count towards an AA/AS or BA/BS degree
- Support small CTE learning communities
- Family & consumer sciences
- Job placement programs
- Support Nontraditional activities
- Pooling funds
- Teacher preparation, data and accountability, assessments
- Support other CTE programs

What is your current balance in the budget string you are charging? 84800

Thank you!

\*special populations - students with disabilities, socioeconomically disadvantaged, displaced homemakers, students preparing for non-traditional careers, single parents, students with limited English proficiency.

\*\*nontraditional careers - occupations for which individuals from one gender comprise less than 25% of individuals employed in that occupation.

TB TEST ~ .

# Los Rios Community College District

## Requisition

Page \_\_\_\_ of \_\_\_\_

Req. No. **808641**

P.O. NO. \_\_\_\_\_

Vendor Code	DATE <u>1-12-15</u>
Approved by / Date	VENDOR <u>MUSICIAN FRIEND</u>
Reviewed by / Date	ADDRESS _____
Dispatched Method / Date	CITY _____ STATE _____ ZIP _____
	PHONE _____ FAX _____

DELIVERY INSTRUCTIONS	
Location Code	
College/District Location	Department
Division	Date Required

ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
*Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION.					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

<b>Purchases Charged to Categorical Programs, Grants or Special Projects</b>				Sales Tax
This purchase is in compliance with the requirements of _____				<b>Total</b>
Program Name		For grants/special projects		
Program Director/Coordinator Signature	Project/Grant Number			
Program Goal/Objective Number/Explanation				

I hereby certify the items/services listed above are to be obtained in accordance with District Regulation 8323, Section 4, Conflict of Interest, and all other applicable district, state, and federal policies, rules, regulations and laws.

Bus. Unit	Account	* Fund	Org	
/	/	/	/	\$
Program	Sub-Class	BY	Proj/Grnt	Amount
/	/	/	/	
Bus. Unit	Account	* Fund	Org	
/	/	/	/	\$
Program	Sub-Class	BY	Proj/Grnt	Amount

REQUESTED BY:	TYPED/PRINT	DATE
REQUESTED BY:	SIGNATURE	DATE
AUTHORIZED:	DEAN OR AUTHORIZED SIGNATURE	DATE
APPROVED:	VICE PRESIDENT, ADMINISTRATION	DATE

\*Asset Location - For equipment purchases over \$200 (Accounts 6490, 6495 and computers) complete the area below indicating the final location where equipment will be housed.

Location Code \_\_\_\_\_ Dept. \_\_\_\_\_

Building \_\_\_\_\_ Room No. \_\_\_\_\_

Instructions on Reverse