

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 0001080039

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date 02/09/2015	Revision	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 808899 HENDRICKST GALLARZC		Location / Dept 04CYPH210 SCI AH

Vendor: 0000016971
 B&H PHOTO VIDEO PRO-AUDIO
 420 NINTH AVE
 NEW YORK NY 10001

Phone: (800) 947-8003
Fax: (800) 858-5517

email: www.bhphotovideo.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	Use Tax Applicable: Y					
Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	DATA LINK - DJI 2.4GBT (IPAD GS + 16WP) /REG, SKU#: DJ24GBT	1.00	EA	195.02	195.02	02/23/2015

REFERENCE BID NO: 520806260, VALID: 02/20/15

Sub Total Amount	195.02
Sales Tax Amount	0.00
Total PO Amount	195.02

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>	<u>BYear</u>
GENFD	6490	12	FL.VI.VTEA	22061	00000	316C	195.02	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.

1/15 per 1.10
 Area 3 Incomplete
 CATG BOX unsigned

Los Rios Community College District

Requisition

Page _____ of _____

FLC BUSINESS SERVICES
 Rec'd Completed RQ
 2015 JAN 29 P 1:00

Req. No. **808899**
 P.O. NO.

Vendor Code
 Approved by / Date
 Reviewed by / Date
 Dispatched Method / Date

DATE 12/22/14
 VENDOR B&H Photo
 ADDRESS 420 Ninth Avenue
 CITY New York STATE NY ZIP 10001
 PHONE 800 947-8003 FAX 800 858-5517

DELIVERY INSTRUCTIONS
 Location Code 04 ASPH 210
 College/District Location FLC Department GE0/G15
 Division Data Tech Date Required 2/1/15

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	Please refer to Bid # 520 806260				
6					
7					
8	1/29/15 REVQ Completed RQD w/ SCATG BOX signed.				
9					
10					
11					Sub 195.02
12					
13					

Purchases Charged to Categorical Programs, Grants or Special Projects
 This purchase is in compliance with the requirements of VTEA
 Program Name 316C Sales Tax 15.60
 Program Director/Coordinator Signature Kim Harrell For grants/special projects 316C Project/Grant Number
 Program Goal/Objective Number/Explanation 316C Total \$210.62

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.

REQUESTED BY: Theresa D. Glendon TYPED/PRINT 12/22/14 DATE
 REQUESTED BY: [Signature] SIGNATURE 12/22/14 DATE
 AUTHORIZED: Kim Harrell DEAN OR AUTHORIZED SIGNATURE 1/5/15 DATE
 APPROVED: Andrew Fickler VICE PRESIDENT, ADMINISTRATION 1/30/15 DATE

GENED/6490/12/ FL. VI. VTEA
 Bus. Unit Account * Fund Org
 020161 / 00000 / 2015 / 316C \$ 210.62
 Program Sub-Class BY Proj/Grnt Amount
 Bus. Unit Account * Fund Org
 Program Sub-Class BY Proj/Grnt Amount

* 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 04 ASPH 130 Dept. GE0/G15
 Building FLC/ASPH Room No. 130

Instructions on Reverse



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 Corporate: corporatesales@bhphoto.com	Federal Government: gsa@bhphoto.com State and Local: biddept@bhphoto.com
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The Professional's Source

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

Prices Are Valid Until:

01/05/15

Bid No.: 520806260

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
12/22/14	1594475	N/A	2HF	STANDARD
Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
1	DJI 2.4GBT DATALINK(IPAD GS+16WP)/REG	DJ24GBT (CPAC000021Q)	195.02	195.02
PLEASE NOTE: ----- ***** B&H SUPERSTORE HOLIDAY SCHEDULE ***** The SuperStore will be closed on Thursday, December 25th ***** The SuperStore will be open on New Year's Day, Thursday January 1st, 10:00AM-6:00PM Certain items may be enforced by vendor to sell at the vendor-imposed price posted at the time of order.				
Payment Type -			Amount	
NO PAYMENT TYPE SELECTED				
			Sub-Total:	195.02
			Shipping:	0.00
			<i>Cash 89% \$15.60</i>	
			Total:	195.02

Customer Copy

Page 1 of 1

Total: 210.62

Area 3 - Incomplete CATG Box Unsigned

Los Rios Community College District

Requisition

FLC BUSINESS SERVICES
 David Completed REQ
 2015 JAN 29 P 1:00

Req. No. **808899**
 P.O. NO.

Vendor Code
 Approved by / Date
 Reviewed by / Date
 Dispatched Method / Date

DATE 12/22/14
 VENDOR BaH Photo
 ADDRESS 420 Ninth Avenue
 CITY New York STATE NY ZIP 10001
 PHONE 800 947-8003 FAX 800 858-5517

DELIVERY INSTRUCTIONS
024CpH 210
 Location Code
FLC GE0/G15
 College/District Location Department
FLC+Tech 2/1/15
 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	<u>Please refer to</u>				
6	<u>Bed # 520 806260</u>				
7	<u>TR!</u>				
8	<u>1/29/15 REV# Completed REQ w/ SCATG Box signed.</u>				
9					
10					
11				<u>Sub</u>	<u>195.02</u>
12					
13					

2015 JAN 29 P 1:31
 FLC BUSINESS SERVICES

Purchases Charged to Categorical Programs, Grants or Special Projects
 This purchase is in compliance with the requirements of VTEA
Kim Harrell For grants/special projects 316C
 Program Name Project/Grant Number
 Program Director/Coordinator Signature
 Program Goal/Objective Number/Explanation 316C
 Sales Tax 15.60
 Total \$210.62

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.

REQUESTED BY: Theresa D Mendez TYPED/PRINT DATE 12/22/14
 REQUESTED BY: [Signature] SIGNATURE DATE 12/22/14
 AUTHORIZED: [Signature] DEAN OR AUTHORIZED SIGNATURE DATE 12/15/15
 APPROVED: _____ VICE PRESIDENT, ADMINISTRATION DATE _____

<u>GENED/6490/12/FL.VI.VTEA</u>					
Bus. Unit	Account	* Fund	Org		
<u>22061</u>	<u>00000</u>	<u>2015</u>	<u>316C</u>	\$	<u>210.62</u>
Program	Sub-Class	BY	Proj/Grnt		Amount
Bus. Unit	Account	* Fund	Org		
				\$	
Program	Sub-Class	BY	Proj/Grnt		Amount

*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 04ASPH130 Dept. GE0/G15
 Building FLC/ASPH Room No. 130

Instructions on Reverse

From: [Haney, Brenda](#)
To: [Anderson, Jae](#)
Subject: RE: REQs: 808899, 808901, 808903_ Recirculating Equipment Requisitions
Date: Wednesday, January 28, 2015 3:28:47 PM
Attachments: [RET"D TO AREA 3 INCOMPL REQ# 808903 AMAZON.COM.PDF](#)
[RET"D TO AREA 3 INCOMPL REQ# 808901 APPLE INC.PDF](#)
[RET"D TO AREA 3 INCOMPL REQ# 808899 B&H PHOTO.PDF](#)

Hi Jae – Have not seen these three REQs in any of our Incoming Mail today - any knowledge of their whereabouts.

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Haney, Brenda

Sent: Tuesday, January 27, 2015 3:21 PM

To: Anderson, Jae

Subject: RE: REQs: 808899, 808901, 808903_ Recirculating Equipment Requisitions

Will look out for the return of these and get them processed.

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Anderson, Jae

Sent: Tuesday, January 27, 2015 3:06 PM

To: Haney, Brenda

Subject: RE: REQs: 808899, 808901, 808903_ Recirculating Equipment Requisitions

Hi Brenda

These are on the way back with Monica's signature. We have talked to the Area about filling out the form and proper routing.

Jae A. Anderson

Administrative Assistant to the

Vice President of Instruction

Folsom Lake College

(916) 608-6899

From: Haney, Brenda

Sent: Friday, January 23, 2015 4:08 PM

To: Anderson, Jae; Pactol, Monica

Subject: REQs: 808899, 808901, 808903_ Recirculating Equipment Requisitions

These three REQs have been forwarded to office - for review and approval – as requested:
Area 3 has obtained Fund 12 Approval – that was missing when first submitted to BSO on 1/9/15.
However – all three do not appear to have been signed off by VPI.

Best Regards,

Brenda Haney

Business Services

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

☎ 916.608.6635 |

✉ haneyb@flc.losrios.edu

Los Rios Community College District

Requisition

Req. No. **808899**

P.O. NO.

Vendor Code

DATE 12/22/14

Approved by / Date

VENDOR B&H Photo

DELIVERY INSTRUCTIONS

Reviewed by / Date

ADDRESS 420 Ninth Avenue

Location Code

Dispatched Method / Date

CITY New York STATE NY ZIP 10001

College/District Location

Department

PHONE 800 947-8003 FAX 800 858-5517

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	<i>Please refer to</i>				
6	<i>Bed # 520 806260</i>				
7	<i>TH!</i>				
8					
9					
10					
11				<i>Sub</i>	<i>195.02</i>
12					
13					

Purchases Charged to Categorical Programs, Grants or Special Projects

This purchase is in compliance with the requirements of _____

VTEA
Program Name

Sales Tax *15.60*

For grants/special projects _____

316C
Project/Grant Number

Total *\$210.62*

Program Director/Coordinator Signature

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.

GENED/6490/12/FL.VI.VTEA

REQUESTED BY: *Theresa D Mendez* TYPED/PRINT DATE *12/22/14*

Bus. Unit	Account	* Fund	Org	
<i>22061</i>	<i>00000</i>	<i>2015</i>	<i>316C</i>	<i>\$ 210.62</i>
Program	Sub-Class	BY	Proj/Grnt	Amount

REQUESTED BY: *[Signature]* SIGNATURE DATE *12/22/14*

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

AUTHORIZED: *[Signature]* DEAN OR AUTHORIZED SIGNATURE DATE *12/15/15*

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

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 *04ASPH130* Dept. *GED/GIS*

Building *FL1/ASPH* Room No. *130*

Instructions on Reverse

1/9/15 RET'D to AREA 3_Incomplete CATG BOX
unsigned. No Description