

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 0001080040

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: 769375 TYLERE GALLARZC		Location / Dept 04ASPH203 SCI AH

Vendor: 0000003054
 BONE CLONES, INC.
 21416 CHASE ST 1
 CANOGA PARK CA 91304

Phone: (800) 914-0091
Fax: (818) 709-7993

email:

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	MODEL, SKULL SET - FOSSIL HOMINIDS SET OF 9, CATALOG NO: BH-KRO-1	1.00	EA	2,098.00	2,098.00	02/23/2015
2- 1	MODEL SKULL - SAHELANTHROPUS SKULL RECREATION, CATALOG NO: BH-029	1.00	EA	280.00	280.00	02/23/2015
3- 1	SHIPPING	1.00	EA	166.46	166.46	02/23/2015

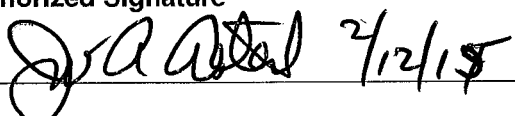
Sub Total Amount	2,544.46
Sales Tax Amount	190.24
Total PO Amount	2,734.70

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	6490	12	FL.VI.IEQP	22020	00000	548H	2,734.70	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 _____ of _____

FLC BUSINESS SERVICES

Req. No. **769375**
P.O. NO.

VendorCode	DATE <u>10/10/14</u>
Approved	VENDOR <u>Bone Clones Inc</u>
Terms	ADDRESS <u>21416 Chase St #1</u>
F.O.B.	CITY <u>Cenoga Park</u> STATE <u>CA</u> ZIP <u>91304</u>
	PHONE <u>818-709-7991</u> FAX <u>818-709-7993</u>

RCVD Incomplete
2015 JAN 29 P 3:31

DELIVERY INSTRUCTIONS
04 ASPH 203
~~04 ANTH FLC~~

FLC College/District Location	ANTH Department
SBSH (6) 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	Set of 9 fossil Hominids BH-KRO-1	1	1	2,098	2,098.00
2	Sahelanthropus Skull BH-029	1	1	280	280.00
3					
4					
5	1/30/15 Rcvd Resubmitted Req - BSO further				
6	con'd LOC & Asset Code Boxes.				
7	Email sent to Area.				
8					
9					
10					
11					
12				SUBTOTAL	2,378.00
13				SHIPPING	166.46

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

Program Name: ANCA 548H Project/Grant Number: _____

Program Director/Coordinator Signature: _____ For grants/special projects

Program Goal/Objective Number/Explanation: EQUIPMENT (State Instructional)

	Sales Tax
	Total
	2,758.48
	2,734.70

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: ERICA TYLER TYPED/PRINT DATE: 10/10/14

REQUESTED BY: _____ SIGNATURE DATE: 10/10/14

AUTHORIZED: _____ DEAN OR AUTHORIZED SIGNATURE DATE: 10.15.14

APPROVED: _____ VICE PRESIDENT, ADMINISTRATION DATE: 1/30/15

GENED / 6490 / 12 / FL.VI. IEDP				
Bus. Unit	Account*	Fund	Org	
<u>22020</u>	<u>00000</u>	<u>2015</u>	<u>548H</u>	\$ 2,734.70
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: FLC Dept: ANTH

Building: FLI Room No. 203

Instructions on Reverse



Your Order will be sent Securely and all information you supply will be encrypted once you click on the "Send Order" button below. Always look for https in the address bar to know you are on a secure encrypted connection.

Please Note: Expedited service (next day or two day) is based on immediate product availability.

If you do not receive a confirmation email after placing your order, the order process was not completed. Call us during regular business hours at 818-709-7991, or call our toll-free number at 800-914-0091 (US customers only).

International Customers Please note that there may be additional charges, over which we have no control, in the recipient country such as customs duties, VAT taxes, etc. These additional charges are the responsibility of the recipient. Our commercial invoice indicates that Bone Clones are educational products and, in some instances, this can impact the charges favorably.

Please note that we do not charge your credit card until the order is ready to ship

Added quantity 1 of Sahelanthropus Skull Recreation for \$280.00 each

Qty	Catalog No	Name	Options	Price	Total	Delete
1	BH-KRC-1	Fossil Hominids Set of 9 Skulls		\$2,098.00	\$2,098.00	Delete
1	BH-029	Sahelanthropus Skull Recreation		\$280.00	\$280.00	Delete

[Click Here To Continue Shopping](#)

[Update Cart](#)

[Set Shipping Location](#)

Sub Total	\$2,378.00
Tax	\$214.02
Shipping	\$166.46 (Domestic)
Total	\$2,758.48

[Send Order \(Secure\)](#)

Los Rios Community College District

Requisition

Page _____ of _____

FLC BUSINESS SERVICES

Req. No. **769375**

RCVD Incomplete
2015 JAN 29 P 3:31

P.O. NO.

VendorCode	DATE <u>10/10/14</u>
Approved	VENDOR <u>Bone Clones Inc</u>
Terms	ADDRESS <u>21416 Chase St #1</u>
F.O.B.	CITY <u>Canoga Park</u> STATE <u>CA</u> ZIP <u>91304</u>
	PHONE <u>818-709-7991</u> FAX <u>818-709-7993</u>

DELIVERY INSTRUCTIONS
04 ASPH 203
~~04 ANTH FLC~~

Location Code
FLC
College/District Location
SBSH (6)
Date Required
ANTH
Department

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	Set of 9 fossil Hominids BH-KRO-1	1	1	2098	2098.00
2	Sahelanthropus skull BH-029	1	1	280	280.00
3					
4					
5	<i>1/2/15 Rcvd Resubmitted REQ - BSD further consid LOC & Asset Code Boxes. Email sent to Area.</i>				
6					
7					
8					
9					
10					
11					
12				SUBTOTAL	2,378.00
13				SHIPPING	166.46

Purchases Charged to Categorical Programs, Grants or Special Projects

This purchase is in compliance with the requirements of _____

Program Name VITA SIEF Project/Grant Number 548H

Program Director/Coordinator Signature _____ For grants/special projects

Program Goal/Objective Number/Explanation EQUIPMENT (State Instructional)

SalesTax 274.25 Total 2,758.48

2,734.70

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: ERICA TYLER TYPED/PRINT DATE 10/10/14

REQUESTED BY: _____ SIGNATURE DATE 10/10/14

AUTHORIZED: _____ DEAN OR AUTHORIZED SIGNATURE DATE 10.15.14

Bus. Unit	Account *	Fund	Org	
<u>GENFD/6490/12</u>	<u>FL.VI.1EOP</u>			
Program	Sub-Class	BY	Proj/Grnt	Amount
<u>22020</u>	<u>00000</u>	<u>2015</u>	<u>548H</u>	<u>\$ 2,734.70</u>
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 FLC Dept. ANTH

Building FLI Room No. 203

Instructions on Reverse

From: [Haney, Brenda](#)
To: [Anderson, Jae](#); [Nelson, Ruth](#)
Subject: REQ#_769375 BONE CLONES _ FURTHER CORRECTIONS MADE / RE: Update Request: Set of 9 Fossil Hominids
Date: Friday, January 30, 2015 11:14:12 AM
Attachments: REQ#_769375 BONE CLONES_REQ.ME; LOCATION_CODE_MASTERLIST_Updated by DO 2011.xlsx

Hi Jae / Ruth

Thank you – I received resubmitted REQ#_769375 - and have made the following corrections:
LOC CODE: Changed to **04ASPH203** (04ANTH FLC is not a valid code in PS).
ASSET LOCATION: Changed LOC CODE to **04ASPH203** (04FLC is not a valid code in PS)

Please have Instructional Area use the following link to find valid PS Location Codes for both the Delivery Instruction Box and/or the Asset Location Box on future REQs:
http://psreports.losrios.edu/Loc_AssetDept_Descr.asp - this will have most up to date info.

I've also attached a LOC CODE MSTR List put out by DO in 2011 (**physical descriptions added by FLC**) – this reference may help too. I will check with DO and see if we can get a current list.

Thank you,
Brenda Haney

Business Services
 Folsom Lake College | 10 College Parkway | Folsom, CA 95630
 ☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Jae Anderson via Smartsheet [mailto:user@smartsheet.com]
Sent: Friday, January 30, 2015 9:04 AM
To: Haney, Brenda
Cc: Anderson, Jae
Subject: Update Request: Set of 9 Fossil Hominids



Corrections made

Update Rows

Budget: 2014-15 Instr Equip Requests & Funding

Status	Line Item	Area	Dept	Equipment Description	Qty	Per Unit Cost	Total Cost	IN ADP?	Funding Approved?	Purchase Date	Funding App'd	Funding Group	REQ No	Vendor	Budget Transfer	REQ Amt	PO No	FINAL PO AMT	Equip Rec'd	Justification
45	Ret to BSO 1/20		SBSH 23	Set of 9 Fossil Hominids	1	2,098.00	\$2,098.00				09/19/14	1P	769375	Bone Clones	01/29/15	\$2,734.70				Building Teaching Collection at RCC

Sent using [Smartsheet](#), the online tool that helps coordinate anything with anyone.
 Sent by anderson@flc.losrios.edu
 © 2015 Smartsheet.com, Inc | [Contact](#) | [Privacy Policy](#)

From: [Haney, Brenda](#)
To: [Anderson, Jae](#)
Cc: [Pactol, Monica](#)
Subject: FOR YOUR ACTION_ RET'D INCOMPLETE_REQs: 769375 BONE CLONES ; REQ#_808472_KELLER GROUP
Date: Thursday, January 29, 2015 4:02:53 PM
Attachments: [RET'D TO VPI INCOMPL REQ# 769375 BONE CLONES INC.pdf](#)
[RET'D TO VPI INCOMPL REQ# 808472 KELLER GROUP.pdf](#)

REQs returned for completion – see highlighted and notes on attached PDFs.

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

FLC BUSINESS SERVICES

Page _____ of _____

Req. No. **769375**
P.O. NO.

Vendor Code
Approved
Terms
F.O.B.

DATE 10/10/14 2015 JAN 29 P 3:31
 VENDOR Bone Clones Inc
 ADDRESS 21416 Chase St #1
 CITY Canoga Park STATE CA ZIP 91304
 PHONE 818-709-7991 FAX 818-709-7993

DELIVERY INSTRUCTIONS	
<u>04 ANTH FLC</u>	04 ANTH FLC
FLC	ANTH
College/District Location	Department
SBSH (6)	Date Required

ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES <i>*Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION.</i>	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	Set of 9 fossil Hominids BH-KRO-1	1	1	2098	2098.00
2	Sahelanthropus skull BH-029	1	1	280	280.00
3					
4	1/29/15 RET'D TO VPI_INCOMPLETE_VALID LOC CODE & ASSET LOC BOX REQUIRED, AND CONFIRM PROJ/GRNT CODE IN CATG BOX.				
5					
6					
7					
8					
9					
10					
11					
12				SUBTOTAL	2,378.00
13				SHIPPING	166.46

Purchases Charged to Categorical Programs, Grants or Special Projects
 This purchase is in compliance with the requirements of _____
 Program Name: VTEA SIEF
 Project/Grant Number: ANCA 5
 Program Director/Coordinator Signature: _____
 Program Goal/Objective Number/Explanation: EQUIPMENT (State Instructional)
 Sales Tax: 190.25
Total 2,758.48
2,734.70

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: ERICA TYLER TYPED/PRINT DATE: 10/10/14
 REQUESTED BY: _____ SIGNATURE DATE: 10/10/14
 AUTHORIZED: _____ DEAN OR AUTHORIZED SIGNATURE DATE: 10.15.14
 APPROVED: _____ VICE PRESIDENT, ADMINISTRATION DATE: _____

GENED / 6490 / 12 / FL.VI. IEDP				
Bus. Unit	Account*	Fund	Org	
<u>22030</u>	<u>00000</u>	<u>2015</u>	<u>548H</u>	\$ <u>2,734.70</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 _____ Dept. _____
 Building _____ Room No. _____

Instructions on Reverse

**LOS RIOS COMMUNITY COLLEGE DISTRICT
BUDGET ENTRY**

Header Information

Location		Budget Period	Business Unit	Ledger Group	Reference #	Description
ARC	FLC	2014	GENFD	PROJ_GRT	FL	
CRC	DS/DO					
EDC	SCC					
EWC	OTHER					

Line #	PR	Business Unit	Account	Fund	Dept	Program	Class	Budget Period	Project	Debit (+)	Credit (-)	Line Description (30 Characters)
1		GENFD	6490	12	FL.VI.IEQP	99000	00000	2015	548H		2,735	
2		GENFD	6490	12	FL.VI.IEQP	22020	00000	2015	548H	2,735		ANTH EQUIP
3							00000	2015				
4							00000	2015				
5							00000	2015				
6							00000	2015				
7							00000	2015				
8							00000	2015				
9							00000	2015				
10							00000	2015				

DO NOT INSERT ADDITIONAL ROWS ABOVE THIS LINE. USE BUDGET ENTRY - UPLOAD TEMPLATE IF MORE THAN 10 LINES.

2,735	2,735
-------	-------

Ck Total should be zero -

Fiscal Services Use Only	
Journal #: _____	Journal Date: _____
Input Date: _____	By: _____

Jae A. Anderson 01/29/15
Prepared By Date

Appropriate Administrative Approval Date