

# LOS RIOS COMMUNITY COLLEGE DISTRICT

14, 15 Compl

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

**PURCHASE ORDER NO 0001080583**

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

<b>Date</b> 03/18/2015	<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> 767766 MEROUX KB GALLARZC		<b>Location / Dept</b> 04CYPH112

**Vendor:** 0000005843  
 VWR SCIENTIFIC  
 8711 WEST RIGGIN AVE  
 VISALIA CA 93291  
  
**Phone:** (800) 932-5000  
  
**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

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	59080-142 CASTER CLNRM DUAL EACH - SET/5	64.00	EA	22.83	1,461.12	03/31/2015

RCVR: 1068522

4,715

AS PER QUOTE #8002671713  
 FAX PO TO 1 866 329-2897

Sub Total Amount	1,461.12
Sales Tax Amount	116.89
Total PO Amount	1,578.01

**PAID**  
4,915

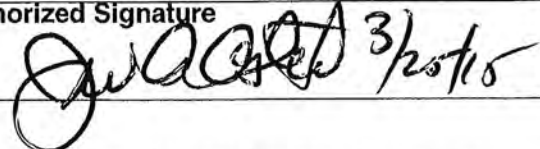
BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4300	12	FL.VI.AR03	04000	00000	700P	1,578.01	2015

OK # 94-715738  
 \$1587.63

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

Req. No. **767766**  
P.O. NO.

Vendor Code **5843**  
Approved  
Terms  
F.O.B.

DATE **12-2-2014**  
VENDOR **VWR**  
ADDRESS **8711 West Riggan Ave**  
CITY **Visalia** STATE **CA** ZIP **93291**  
PHONE **1-800-932-5000** FAX **1-866-329-2897**

FLC BUSINESS SERVICES

DELIVERY INSTRUCTIONS  
Location Code **004 CYPH-112**  
College/District Location **FLC**  
Department **Science**  
Division **Life Sciences**  
Date Required

ITEM	DESCRIPTION	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	Must refer to attached quote # 8002671713 for discounted price and free shipping casters	64		22.83	
3					
4					
5					
6					
7					
8					
9					
10					
11					
12	3/4/15 Current Quote requested - EM to L. Meroux				
13					

2015 MAR -14  
 A 7:19  
 FLC BUSINESS SERVICES  
 2014 DEC 17

**Purchases Charged to Categorical Programs, Grants or Special Projects**  
 This purchase is in compliance with the requirements of State Lottery  
 For grants/special projects 700P  
 Program Director/Coordinator Signature State Instructional Equipment replace casters on bio stools  
 Program Goal/Objective Number/Explanation 700P  
 SalesTax **116.89**  
**Total** **1,578.01**

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: Linda Meroux DATE: 12-2-14  
 REQUESTED BY: Linda Meroux DATE: 12-2-14  
 AUTHORIZED: Stephanie DATE: 12/2/14  
 APPROVED: Kathleen Kuklen DATE: 3/4/15

Bus. Unit	Account*	Fund	Org	Amount
<u>GENED / 6490</u>	<u>12</u>	<u>FL.VI. FEOP</u>	<u>ARO3</u>	<u>\$ 1,578.01</u>
Program	Sub-Class	BY	Proj/Grnt	Amount
<u>04000</u>	<u>00000</u>	<u>2015</u>	<u>700P</u>	<u>\$ 1,578.01</u>
Bus. Unit	Account*	Fund	Org	Amount
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 04CYPH-112 Dept. Science  
 Building CYPRESS HALL Room No. 112

**Instructions on Reverse**

# Los Rios Community College District

## Requisition

Req. No. **767766**  
 P.O. NO.

Vendor Code: **5843**  
 Approved \_\_\_\_\_  
 Terms \_\_\_\_\_  
 F.O.B. \_\_\_\_\_

DATE **12-2-2014**  
 VENDOR **VWR**  
 ADDRESS **8711 West Riggan Ave**  
 CITY **Visalia** STATE **CA** ZIP **93291**  
 PHONE **1-800-932-5000** FAX **1-866-329-2897**

FLC BUSINESS SERVICES

DELIVERY INSTRUCTIONS  
**007 CYPH-112**  
 Location Code  
**FLC**  
 College/District Location  
**Life Science**  
 Department  
**Science**  
 Date Required \_\_\_\_\_

ITEM	DESCRIPTION	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES *Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION.					
1					
2	Must refer to attached quote	64		22.83	
3	# 8002671713 for discounted				
4	price and free shipping				
5					
6	casters				
7					
8					
9					
10					
11	3/4/15				
12	Current Quote requested - EM to L. Meroux				
13					

2015 MAR -14  
 Y  
 1  
 9  
 BUSINESS SERVICES  
 261  
 2010  
 650

Purchases Charged to Categorical Programs, Grants or Special Projects  
 This purchase is in compliance with the requirements of Lottery Sales Tax **116.89**  
 Program Director/Coordinator Signature: Monica Yactol For grants/special projects 700P Project/Grant Number 5843  
 Program Goal/Objective Number/Explanation: State Instructional Equipment replace casters on bio stools Total **1,578.01**

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: Linda Meroux TYPED/PRINT DATE 12-2-14  
 REQUESTED BY: Linda Meroux SIGNATURE DATE 12-2-14  
 AUTHORIZED: Deanna DEAN OR AUTHORIZED SIGNATURE DATE 12/2/14  
 APPROVED: Kathleen Kuklen VICEPRESIDENT, ADMINISTRATION DATE 3/4/15

Bus. Unit	Account*	Fund	Org	Amount
<u>4300</u>	<u>GENED / 6490</u>	<u>12</u>	<u>FL.VI. LEOP</u>	<u>1,578.01</u>
Program	Sub-Class	BY	Proj/Grnt	Amount
<u>700P</u>	<u>04000 / 00000</u>	<u>2015 / 5843</u>	<u>007</u>	<u>1,578.01</u>

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

Location Code 04CYPH-112 Dept. SCIENCE  
 Building CYPRESS HALL Room No. 112  
 Area Dean: Goldenrod

**Instructions on Reverse**



100 Matsonford Road  
 Radnor, PA 19087  
 Tel: 1-800-932-5000  
 Fax: 1-866-329-2897

# Quotation

<b>Sold-To-Party</b>	<b>Information</b>
LOS RIOS JUNIOR UC CONTRACT ORDERS ONLY 1919 SPANOS CT SACRAMENTO CA 95825-3905	<b>Quote</b> 8002671713 <b>Date</b> 12/02/2014 <b>Sold To Customer No.</b> 80066552 <b>Ship To Customer No.</b> 80172365 <b>Contact Name</b> LINDA MEROUX <b>Telephone</b> 916-608-6541 <b>Email</b> merouxl@flc.losrios.edu <b>Currency</b> USD <b>Sales Rep</b> Daniel Im <b>Valid</b> 12/02/2014 <b>Expires</b> 04/05/2015 <b>Cust ref</b>
<b>Ship-To-Party</b>	
FOLSOM LAKE COLLEGE RECEIVING 10 COLLEGE PKWY FOLSOM CA 95630-6798	

<b>Information</b>	
<b>Term:</b>	Transport fees as per standard terms and conditions unless indicated otherwise in this quotation. Taxes not included.  "The quoted product and prices, as well as taxes / shipping & handling (if applicable), are based on a full order of the quote provided. To ensure you receive your quoted pricing, please reference the quote number on your purchase order. All orders of \$24.99 or less (pre-tax) will be subject to an additional \$7.00 handling fee. If your organization is tax exempt, and estimated taxes have been quoted, please provide a copy of your tax exemption certificate with your order so that we can add it to your account."

Item	Ref.	Catalog Number	Quantity	Unit Price	Ext. Amount
10	10	59080-142	64 EA	22.83	1,461.12
		CASTER CLNRM DUAL EACH= SET/5 <b>NO FREIGHT CHARGES UNLESS YOU REQUEST AIR SHIPMENT.</b>			
-----					
Item Total					1,461.12

TO PLACE YOUR ORDER, PLEASE CALL  
 CONTACT TEL: 1-800-932-5000  
 FAX: 1-866-329-2897  
 WWW.VWR.COM

THANK YOU FOR THE OPPORTUNITY TO  
 EARN YOUR BUSINESS

Installation not included unless otherwise noted.  
 Customer is responsible for unloading and providing standard receiving facilities for large and/or heavy shipments. Special unloading or delivery can be arranged provided VWR International is notified at the time of order placement. Please note that additional charges may apply to the above. For such arrangements please contact VWR International for a quotation.



# Quotation

**Quote : 8002671713**

It is the customer's responsibility to inspect the shipment upon receipt. If any external damage is noticed, the customer must accept the shipment only after the driver has noted the damage on the customer's delivery receipt and requested an inspection by the carrier. If the shipment arrives with internal/concealed damage, the customer must contact VWR within 24 hours to initiate the right to claim for "concealed damage". VWR reserves the right to repair a damaged product, where applicable, before replacement or credit is determined.

All quotes for installations assume that services related to the equipment are in place at the customer site (including, but not limited to, gas, plumbing, electrical, and ventilation) as per the equipment manufacturer's specifications prior to installation of the equipment. VWR's quote does not include the installation of the aforementioned services.

Items prefixed with "MISC-" are subject to regulatory approval once VWR International receives acceptance from the customer. They are special order, and as such may not be returnable. Please allow 6-8 weeks delivery from the time of your first order or acceptance of this quotation.

VWR's terms and conditions of sale apply. All orders are subject to shipping and handling charges and fuel surcharges. Freight terms may vary. Hazardous items are subject to additional transportation charges. Please visit our website at [www.vwr.com](http://www.vwr.com) for additional information regarding our return policy, product warranty information and other details of our terms and conditions.

**From:** [Haney, Brenda](#)  
**To:** [Harrell, Kim](#); [Plews, Jeanne](#); [Anderson, Jae](#)  
**Cc:** [Harman, Joany](#)  
**Subject:** FOR YOUR ACTION\_ RE: Game Fees  
**Date:** Friday, February 20, 2015 8:40:20 AM  
**Attachments:** [RET"D TO AREA 5 INCOMPL CB REQ# 37312 CVUA .pdf](#)

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Good Morning Kim / Jeanne –

Please work with VPIs office to resolve – as BSO has not received the new requisition (number 767813), and as Joany stated in her email below, she has not yet received a request to set-up the budget.

Excerpt from Email sent 2/3/15 (copy attached):

- 2) **Action must be taken by VPI Office** (to set-up the GENFD 5100 11 FL.VI.AR05 08700 00000 2015 101E Account String coded with \$5260.00) ; or provide another valid 5100 Account String to use.

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)

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**From:** Harrell, Kim  
**Sent:** Thursday, February 19, 2015 6:14 PM  
**To:** Harman, Joany  
**Cc:** Plews, Jeanne; Anderson, Jae; Haney, Brenda  
**Subject:** RE: Game Fees

This budget string is from the VPI's office as I understand it. That is why we put it on this requisition so it could be funded from the string on the requisition as Brenda directed. There is nothing Jeanne and I can do to set up the budget as we don't own the funds.

I hope this can get resolved by tomorrow since we need officials here Thursday for the game following the Grand Opening of the Gym. If there is something else we can do, I am all for it. But, we have been at this since December.

**Kim Harrell, PhD** | Dean of Workforce Development, Kinesiology, Health, & Athletics  
Folsom Lake College | 10 College Parkway | Folsom, CA 95630  
**p.** 916.608.6686 | **f.** 916.608.6761 | [harrellk@flc.losrios.edu](mailto:harrellk@flc.losrios.edu) | [www.flc.losrios.edu](http://www.flc.losrios.edu)

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**From:** Harman, Joany  
**Sent:** Thursday, February 19, 2015 5:45 PM

**To:** Harrell, Kim  
**Cc:** Plews, Jeanne; Anderson, Jae; Haney, Brenda  
**Subject:** RE: Game Fees

Hi Kim,

The last I can find is the attached from Brenda requesting the correct form and a funded budget. It sounds like you have submitted the correct form to Jae but there is no budget set up as described and I have not received a request to do so. Perhaps someone will have further information when they return tomorrow.

Thanks,  
Joany

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**From:** Harrell, Kim  
**Sent:** Thursday, February 19, 2015 4:18 PM  
**To:** Harman, Joany  
**Cc:** Plews, Jeanne; Anderson, Jae  
**Subject:** FW: Game Fees  
**Importance:** High

Good afternoon,

It seems our umpires still have not been paid. Can someone please tell me the status of this purchase? The requisition was changed from a campus based requisition we submitted December 18, 2014 to Requisition number 767813 sent to Jae 2/3/15 due to the budget string being under the purview of the VPI.

Thank you,

**Kim Harrell, PhD** | Dean of Workforce Development, Kinesiology, Health, & Athletics  
Folsom Lake College | 10 College Parkway | Folsom, CA 95630  
p. 916.608.6686 | f. 916.608.6761 | [harrelk@flc.losrios.edu](mailto:harrelk@flc.losrios.edu) | [www.flc.losrios.edu](http://www.flc.losrios.edu)

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**From:** Wright, Matt  
**Sent:** Thursday, February 19, 2015 8:43 AM  
**To:** Harrell, Kim  
**Subject:** FW: Game Fees

See below from baseball umpire assigner.

**Matt Wright**

Kinesiology, Health & Athletics  
Folsom Lake College  
10 College Parkway  
Folsom, CA. 95630  
916-608-6797  
[wrightm@flc.losrios.edu](mailto:wrightm@flc.losrios.edu)



Persevere relentlessly.

-John Wooden

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**From:** [nobangers@aol.com](mailto:nobangers@aol.com) [nobangers@aol.com]

**Sent:** Thursday, February 19, 2015 8:29 AM

**To:** [aedalbora@gmail.com](mailto:aedalbora@gmail.com); [revangel@yccd.edu](mailto:revangel@yccd.edu); [steve.berringer@marin.edu](mailto:steve.berringer@marin.edu); [scott.stover@solano.edu](mailto:scott.stover@solano.edu); [fzapata@peralta.edu](mailto:fzapata@peralta.edu); [marvinwebb@sbcglobal.net](mailto:marvinwebb@sbcglobal.net); [mgordon@mendocino.edu](mailto:mgordon@mendocino.edu); [bfreschi@napavalley.edu](mailto:bfreschi@napavalley.edu); Wright, Matt; [jreaglebaseball@gmail.com](mailto:jreaglebaseball@gmail.com)

**Subject:** Game Fees

Coaches, please check with you financial departments about the status of the game fees invoice. The CVUA's first round of payroll is in 9 days and at this time I have only received payment from Solano.

Thank You,

Bill Speck

**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](#)

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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)

**From:** [Haney, Brenda](#)  
**To:** [Hartley, Gary](#); [Santoro, Linda](#)  
**Cc:** [Meroux, Linda](#); [Anderson, Jae](#); [Pactol, Monica](#)  
**Subject:** RET"D TO AREA \_ REQ#\_767766\_VWR SCIENTIFIC\_ON HOLD / RCVD INCOMPLETE  
**Date:** Friday, December 19, 2014 4:54:17 PM  
**Attachments:** [RET"D TO AREA REQ#\\_767766\\_VWR SCIENTIFIC.pdf](#)  
[RE\\_PO for Casters Refer to FOR YOUR ACTION REQ#\\_767766\\_VWR SCIENTIFIC\\_ON HOLD RCVD INCOMPLETE .msg](#)

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Hi Gary –

REQ#\_767766 VWR returned to your Area for completion.

*Hope you have a Happy Holiday Season.*

Best Regards,

*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)

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**From:** Haney, Brenda

**Sent:** Wednesday, December 17, 2014 8:08 AM

**To:** Meroux, Linda; Hartley, Gary; Santoro, Linda

**Cc:** Anderson, Jae; Pactol, Monica

**Subject:** FOR YOUR ACTION\_ REQ#\_767766\_VWR SCIENTIFIC\_ON HOLD / RCVD INCOMPLETE

Good Morning Linda, Gary –

**Please Advise:**

BSO received the attached requisition today (REQ#\_767766\_VWR) , however it is incomplete: missing Budget Code . If budget to be used will be Fund 12 – requisition will also require completion of Categorical Box.

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)

**From:** [Pactol, Monica](#)  
**To:** [Haney, Brenda](#); [Anderson, Jae](#)  
**Cc:** [Santoro, Linda](#); [Meroux, Linda](#); [Anderson, Jae](#)  
**Subject:** RE: PO for Casters / Refer to: FOR YOUR ACTION\_ REQ#\_767766\_VWR SCIENTIFIC\_ON HOLD / RCVD INCOMPLETE  
**Date:** Thursday, December 18, 2014 11:34:08 AM  
**Attachments:** [image001.png](#)

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Confirmed

**Monica Pactol, Ph.D.** | Vice President of Instruction  
Folsom Lake College | 10 College Parkway | Folsom, CA 95630  
p. 916.608.6503 | [pactolm@flc.losrios.edu](mailto:pactolm@flc.losrios.edu) | <http://flc.losrios.edu>

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**From:** Haney, Brenda  
**Sent:** Thursday, December 18, 2014 11:13 AM  
**To:** Pactol, Monica; Anderson, Jae  
**Cc:** Santoro, Linda; Meroux, Linda; Anderson, Jae  
**Subject:** RE: PO for Casters / Refer to: FOR YOUR ACTION\_ REQ#\_767766\_VWR SCIENTIFIC\_ON HOLD / RCVD INCOMPLETE

Hi Monica –

Please advise/clarify: from your email below – are you requesting that **VWR REQ\_767766**, (currently on HOLD in BSO), be sent back to Area Dean, Gary Hartley ?

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)

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**From:** Pactol, Monica  
**Sent:** Thursday, December 18, 2014 10:27 AM  
**To:** Hartley, Gary  
**Cc:** Haney, Brenda; Anderson, Jae; Santoro, Linda; Meroux, Linda  
**Subject:** PO for Casters

A PO for Science Stool Casters made its way to the Business Office without a budget string and my signature.

To date we have not identified a budget string for this request. I am in discussion with Campus Operations about the budget string. **As such, I am sending the PO back.**

In the future please do not send POs to the Business Office without a budget string and my signature. This just causes a lot of work and headache.

Accountability.

Monica

**Monica Pactol, Ph.D.** | Vice President of Instruction  
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