

**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 0001082025**

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date	Revision	Page
06/02/2015		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1006845 PADASHA GALLARZOC	04ASPH38 FIN AID	

**Vendor:** 0000003804  
 NASFAA  
 MEMBERSHIP SERVICES  
 1101 CONNECTICUT AVE NW STE 1100  
 WASHINGTON DC 20036-4303

**Phone:** (202) 785-0453  
**Fax:** (202) 785-1487

**email:** membership@NASFAA.org

**Ship To:** FOLSOM LAKE COLLEGE  
 RECEIVING  
 10 COLLEGE PARKWAY  
 FOLSOM CA 95630  
 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	NASFAA INSTITUTIONAL MEMBERSHIP 7/1/15 - 6/30/15	1.00	CHG	1,189.00	1,189.00	06/03/2015
2- 1	WEBINAR PACKAGE	1.00	CHG	395.00	395.00	06/03/2015

PREPAY FROM 2014-2015 FUNDING  
 MEMO ATTACHED WITH INSTRUCTIONS

RENEWAL INVOICE ATTACHED

DUE BY 6/30/15

AUTHORIZED TO EXPENSE PER ATTACHED MEMO

Sub Total Amount	1,584.00
Sales Tax Amount	0.00
Total PO Amount	1,584.00

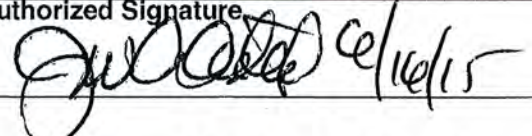
BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5300	12	FL.VS.FAOF	64600	00000	438A	1,584.00	2015

0001006845KIRKLINK29-MAY-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.

# Requisition

Vendor: NASFAA  
MEMBERSHIP SERVICES  
1101 CONNECTICUT AVE NW STE 1100  
WASHINGTON DC 20036-4303  
United States

Ship To: RECEIVING  
10 COLLEGE PARKWAY  
FOLSOM CA 95630-6798

<b>Business Unit:</b> GENFD OPEN		
Req ID:	Date	Page
0001006845	05/29/2015	1
Requester	Bldg#	
Ali Padash	FIN AID	
Requester Signature		
Buyer: Christina Gallarzo		
Approved:		

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	NASFAA INSTITUTIONAL MEMBERSHIP 7/1/15 - 6/30/15	1	CHG	1,189.00	1,189.00	06/12/2015
2-1	WEBINAR PACKAGE	1	CHG	395.00	395.00	06/12/2015

**Total Requisition Amount:** 1,584.00

PO TOTAL \$1584

PREPAY FROM 2014-2015 FUNDING  
MEMO ATTACHED WITH INSTRUCTIONS

RENEWAL INVOICE ATTACHED

DUE BY 6/30/15

AUTHORIZED TO EXPENSE PER ATTACHED MEMO

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>
GENFD	5300	12	FL.VS.FAOF	64600	00000	438A	1,584.00

<b>Purchases Charged to Catagorical Programs, Grants or Special Project.</b>	
This purchase is in compliance with the requirement of	<u>BEAP</u>
For grants/special projects	<u>438A</u>
<u>Ali Padash</u>	
Name: _____	

Approval Signature	Approval Signature	Approval Signature
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# Los Rios Community College District

## Requisition

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

ONLINE REQ 1006845

Req. No. 681427

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

Vendor Code \_\_\_\_\_

DATE 05/19/15

Approved
Terms
F.O.B.

VENDOR NASFAA  
 ADDRESS 1101 CONNECTICUT AVE., NW  
SUITE 1100  
 CITY WASHINGTON  
 STATE DC ZIP 20036-4303

DELIVERY INSTRUCTIONS	
<u>04 ASPH 38</u>	Location Code
<u>FLC</u>	College/District Location
<u>FINANCIAL AID</u>	Department
<u>SDEM</u>	Division
<u>07/01/15</u>	Date Required

ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	<u>NASFAA INSTITUTIONAL MEMBERSHIP</u>				<u>1,189.00</u>
2	<u>07/01/15 - 06/30/16</u>				
3					
4	<u>Webinar Package</u>				<u>395.00</u>
5					
6	<u>*Pre pay from 2014/15 funding</u>				
7	<u>MEMO attached with</u>				
8	<u>copy instructions</u>				
9					
10	<u>*Renewal INVOICE attached</u>				
11	<u>Due by June 30, 2015</u>				
12					
13					
14					

<b>Purchases Charged to Categorical Programs, Grants or Special Projects</b>			
This purchase is in compliance with the requirements of _____		<u>BFAP</u>	Sales Tax
<u>Ali Padash</u>	Program Director/Coordinator Signature	<u>438A</u>	Project/Grant Number
		<b>Total</b>	<u>1,584.00</u>

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.

ALI PADASH 05/19/15  
 REQUESTED BY: TYPED/PRINT DATE

Ali Padash 05/19/15  
 REQUESTED BY: SIGNATURE DATE

[Signature] 5.21.15  
 AUTHORIZED: DEAN OR AUTHORIZED SIGNATURE DATE

[Signature] 5/29/15  
 APPROVED: VICE PRESIDENT, ADMINISTRATION DATE

<u>GENFD / 5300 / 12 / FLVS-FAAF</u>
Bus. Unit Account * Fund Org
<u>64600 / 00000 / 2015 / 438A</u> \$ <u>1,584</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 and 6495) complete the area below indicating the final location where equipment will be housed.

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

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

Instructions on Reverse



F O L S O M   L A K E   C O L L E G E  
EL DORADO CENTER ♦ RANCHO CORDOVA CENTER

Date: May 19, 2015

To: FLC Business Services & LRCCD Purchasing

From: Ali Padash *AP.*

RE: 2015-2016 NASFAA Institutional Membership

Due to a recent change in a permanent Financial Aid staff assignment, there has been additional cost savings that has been identified for the remainder of the 2014-2015 fiscal year.

As a result, I am requesting that the 2015-2016 NASFA Institutional Membership invoice be paid from the 2014-2015 budget string below:

GENFD 5300 12 FL.VS.FAOF 64600 00000 2015 438A                      \$1,584

In addition, BFAP expense projections were made based on allocations received during the 2014-2015 award year. While drafting the proposed 2015-2016 budget, it was determined that the NASFAA Institutional membership will not be renewed due to lack of funding.

Thank you for your consideration.

cc: Bernard Gibson





**NATIONAL ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS**

Please verify Primary Contact/Voting Representative information below, and note any updates in space provided:

Please provide information for Secondary Contact:

Mr. Ali Padash  
 Financial Aid Supervisor  
 Folsom Lake College  
 10 College Parkway  
 Folsom, CA 95630

Full Name:  
 Title:  
 Email:

Email Address: padasha@flc.losrios.edu

<b>Invoice Date</b> 4/21/2015	<b>Membership ID</b> 158341	<b>Invoice Number</b> 158341-150701	<b>RENEWAL INVOICE</b> <b>Due by 06/30/2015</b>														
<b>NASFAA Fed ID#</b> 83-0211970	<b>Membership Effective</b> July 1, 2015 through June 30, 2016	<b>2015-2016 Membership Dues Option</b> NASFAA Institutional Membership															
<b>Choose a Membership Add-on Option</b>		<table> <tr> <td>Today's News Subscriptions:</td> <td>Unlimited</td> </tr> <tr> <td>2013 Fall FTE:</td> <td>4,037</td> </tr> <tr> <td>Standard Membership Dues:</td> <td>\$1,189.00</td> </tr> <tr> <td>Value or Value Plus:</td> <td>\$ _____</td> </tr> <tr> <td>Webinar Package:</td> <td>\$ <u>395.00</u></td> </tr> <tr> <td>Balance:</td> <td>\$1,189.00</td> </tr> <tr> <td>Paid:</td> <td>\$0.00</td> </tr> </table>		Today's News Subscriptions:	Unlimited	2013 Fall FTE:	4,037	Standard Membership Dues:	\$1,189.00	Value or Value Plus:	\$ _____	Webinar Package:	\$ <u>395.00</u>	Balance:	\$1,189.00	Paid:	\$0.00
Today's News Subscriptions:	Unlimited																
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Standard Membership Dues:	\$1,189.00																
Value or Value Plus:	\$ _____																
Webinar Package:	\$ <u>395.00</u>																
Balance:	\$1,189.00																
Paid:	\$0.00																
<p>Yes, I would like to add the following option(s) and have added the cost to the Amount Due:</p> <p><input type="checkbox"/> Value Package @ \$325.00</p> <p><input type="checkbox"/> Value Plus Package @ \$995.00</p> <p><input type="checkbox"/> Webinar Package @ \$395.00</p>		<table> <tr> <td>AMOUNT DUE:</td> <td>\$1,189.00</td> </tr> <tr> <td>ADJUSTED AMOUNT DUE:</td> <td>\$ <u>1,584.00</u></td> </tr> </table>		AMOUNT DUE:	\$1,189.00	ADJUSTED AMOUNT DUE:	\$ <u>1,584.00</u>										
AMOUNT DUE:	\$1,189.00																
ADJUSTED AMOUNT DUE:	\$ <u>1,584.00</u>																

Payment Method: <input type="checkbox"/> Check Enclosed <input type="checkbox"/> AMEX <input type="checkbox"/> Discover <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <b>Purchase orders are not accepted</b>		
Name on Card:	Card Number:	
Expiration Date:	Signature:	
Cardholder's Phone:	Amount to be Charged:	Security Code (on back of credit card):

Being a NASFAA member includes the commitment and agreement to adhere to NASFAA's Statement of Ethical Principles and Code of Conduct, which are located on the NASFAA website at <http://www.nasfaa.org/ethics>.

Questions, changes, or revised invoice, contact Membership Services at (202) 785-0453, Ext. 1 or [Membership@NASFAA.org](mailto:Membership@NASFAA.org).

Remit to: NASFAA, 1101 Connecticut Avenue, NW, Suite 1100, Washington, DC 20036-4303, Fax: 202-785-1487

**Please send this form with payment. Keep a copy for your records.**

## 2015-16 Options for Institutional Members

**Membership dues include benefits for twelve months, July 1 to June 30.**

	Dues Calculation for all Institutions Base Fee + FTE x 8.9%		Optional Add-ons	
			Value or Value Plus	Webinar Package
<b>Standard Dues</b>	\$830	+ FTE x 8.9%	+ \$325 or + \$995	+ \$395

### Standard Membership

This is our basic membership. If you want to purchase additional services, you can do so at any time and pay the à la carte price for that product or service.

- Includes *unlimited* Today's News subscriptions.
- Includes *unlimited* access to the Student Aid Index.
- Includes *unlimited* access to the AksRegs Knowledgebase.
- Includes *unlimited* access to the NASFAA website, where many additional products and services are available at no additional cost.

### Value Membership

Offers broad, discounted access to training materials for you and your staff!

- As with Standard, the Value package includes *unlimited* Today's News, Student Aid Index, AskRegs Knowledgebase, and website access.
- **Includes all modules of CORE In-Service Training as downloadable files. Value: \$500/staff member!**
- 5% off Conference registrations, beyond the first registration, for the 2016 NASFAA Conference. Does NOT include on-site registrations.  
**Value: \$30/registrant**
- 5% off Career Center job postings  
**Value: \$13/posting**

### Value Plus Membership

Developed for institutions that need even more access to NASFAA's training resources, Value Plus includes significant discounts.

- As with Standard, the Value Plus package includes *unlimited* Today's News, Student Aid Index, AskRegs Knowledgebase, and website access.
- **Includes all modules of CORE In-Service Training as downloadable files. Value: \$500**
- **ALSO includes *unlimited* access to the new NASFAA University Self-Study Guides as downloadable PDFs. Value: \$1,068/staff member!**
- 10% off Conference registrations, beyond the first registration, for the 2016 NASFAA Conference. Does NOT include on-site registrations.  
**Value: \$60/registrant**
- 10% off Career Center job postings  
**Value: \$27/posting**

### NASFAA Webinar Package

The Webinar Package saves you nearly 50% off the price of each webinar and includes the six fee-based Webinars offered between July 1 and June 30 each year. For more information: <http://www.nasfaa.org/webinars>

- Consumer Information
- Federal Update
- Plus Eligibility Issues
- Satisfactory Academic Progress Appeals
- Title IV Funds Late Disbursements
- Top "Ask Regs" Questions for 2015\*
- Town Hall (2)\*
- Verification 2016-17

### Membership has its benefits!

- It helps institution remain in compliance,
- You and your staff better understand the ever-changing financial aid regulations,
- Improve the efficiency of your office operations as well as your service to students,
- Expand your network of financial aid peers, and
- Increase your value to your current institution and future employers.

\*Available to all members.



## **Adger, Valerie**

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**From:** Padash, Ali  
**Sent:** Wednesday, May 20, 2015 3:00 PM  
**To:** Harman, Joany  
**Cc:** Haney, Brenda; Gibson, Bernard; Adger, Valerie  
**Subject:** RE: Prepay in current FY Question

Hi Joany,

Could you please transfer the salary savings we discussed this morning as follows:

From:	2102 12 FL.VS.FAOF 64600 438A	-\$1304.00
	3908 12 FL.VS.FAOF 64600 438A (49.7%)	-\$ 648.00
	4% Retro	-\$ XX.00
To:	5300 12 FL.VS.FAOF 64600 438A	+\$ 1584.00
	4500 12 FL.VS.FAOF 64600 438A	+\$ XX.00

Thank you,  
Ali

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**From:** Harman, Joany  
**Sent:** Wednesday, May 20, 2015 2:36 PM  
**To:** Wong, Barbara  
**Cc:** Haney, Brenda; Padash, Ali  
**Subject:** Prepay in current FY Question

Hi Barbara,  
Thanks for this information, it is helpful.  
Joany

**From:** Wong, Barbara  
**Sent:** Wednesday, May 20, 2015 2:34 PM  
**To:** Harman, Joany  
**Subject:** RE: NASFAA Institutional Membership - Payment Question

Hi Joany,

Yes, current year funding is allowed for prepays less than \$5,000. However, once the change is made all subsequent years must follow the same funding criteria, i.e. to be paid using current year funds unless the total cost is greater than or equal to \$5,000.

*Barbara*

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**From:** Harman, Joany  
**Sent:** Wednesday, May 20, 2015 12:09 PM  
**To:** Wong, Barbara  
**Subject:** NASFAA Institutional Membership - Payment Question