

# 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 0003016035  
 CHANGE ORDER**

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date	Revision	Page
01/12/2015	3 - 10/26/2015	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
808461 ZWERENZK GALLARZC	04EDCA103 SCI AH	

**Supplier:** 0000005887  
 WARDS NATURAL SCIENCE EST INC  
 DIV OF VWR INTERNATIONAL LLC  
 PO BOX 92912  
 ROCHESTER NY 14692-9012

**Phone:** (800) 962-2660  
**Fax:** (800) 635-8439

**email:** bids.wardsci@vwr.com

**Ship To:** EL DORADO CENTER  
 RECEIVING  
 6699 CAMPUS DR  
 PLACERVILLE CA 95667  
 United States

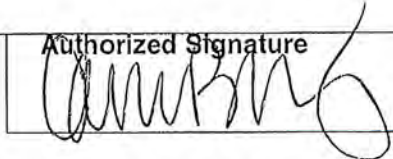
**Bill To:** 1919 Spanos Court  
 Sacramento CA 95825-3981  
 United States

Tax Exempt? N

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	MODEL - GIANT ANIMAL CELL #814734	1.00 EA	470.77	470.77	01/23/2015
2- 1	MODEL - SOMSO FUNCTIONAL ELBOW #813132	1.00 EA	227.04	227.04	01/23/2015
3- 1	MODEL -FUNCTIONAL KNEE JOINT #813412	1.00 EA	239.73	239.73	01/23/2015
4- 1	MODEL - WARD'S MUSCLE TYPES SET #810650	1.00 SET	591.94	591.94	01/23/2015
5- 1	MODEL -CLEAR SINUS GPI # 810968	1.00 EA	82.68	82.68	01/23/2015
6- 1	MODEL - SPINAL CORD SECTION #814019	1.00 EA	356.58	356.58	01/23/2015
7- 1	MODEL - GIANT EAR 3X LIFE #813113	2.00 EA	153.12	306.24	01/23/2015
8- 1	MODEL - HEART STAND-MOUNT #813022	4.00 EA	376.46	1,505.84	01/23/2015
9- 1	MODEL - DIGESTIVE DUCT WALL COMP. STRUCTURE #815103	1.00 EA	229.32	0.00	CANCEL
10- 1	MODEL - DIGESTIVE SYSTEM 3 - PART # 813510	1.00 EA	411.84	411.84	01/23/2015
11- 1	MODEL - PIGEON SKELETON ARTICULATED NATURAL #654470	1.00 EA	239.70	239.70	01/23/2015
12- 1	MODEL - TURTLE SKELETON ARTICULATED NATURAL #653330	1.00 EA	550.80	550.80	01/23/2015
13- 1	MODEL - CAT SKELETON ARTICULATED NATURAL #655205	1.00 EA	450.00	450.00	01/23/2015
14- 1	MODEL - CANINE SKELETON ARTICULATED NATURAL # 655300	1.00 EA	480.25	480.25	01/23/2015
15- 1	MODEL - 3B INTRODUCTORY EYE IN ORBIT # 813286	1.00 EA	289.00	289.00	01/23/2015

**DO NOT SEND TO VENDOR**

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.

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 Sacramento CA 95825-3981  
 United States

Tax Exempt? N

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
16- 1	MODEL - DISSECTIBLE MUSCLED ARM 6 PRTS # 811177	2.00	EA	505.75	1,011.50	01/23/2015
17- 1	MODEL - DISSECTIBLE MUSCLED LEG 9 PRTS #811164	2.00	EA	645.15	1,290.30	01/23/2015
18- 1	MODEL - DIDACTIC SKULL 22-PARTS #823106	1.00	EA	403.92	403.92	01/23/2015
19- 1	MODEL - WARD'S BLOOD COMPONENT SET #810601	1.00	SET	864.92	864.92	01/23/2015

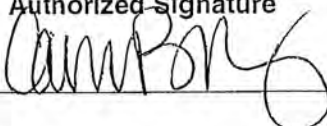
REF QUOTE# 8002474216 DATED 02/21/2014

10-26-15 CANCEL LINE 9 PER J HARMAN. ITEM DISCONTINUED BY VENDOR. NEW PO TOTAL \$10,506.04 - SR

Sub Total Amount	9,773.05
Sales Tax Amount	732.99
Total PO Amount	10,506.04

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
COPFD	6490	41	PL.VI.IEQP	12050	83862	053A	10,506.04	2016

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**Purchase Order / Change Order Request**  
(One PO per Request)

PO # 0003016035

Request Date: 10/26/2015

College/Dept.: EDC

Vendor Name WARD'S NATURAL SCIENCE

Cancel Line# 9 Description MODEL - DIGESTIVE DUCT WALL COMP STRUCTUE  
#815103

**DO NOT SEND TO VENDOR**

OTHER: Item discontinued by vendor, note on bottom of invoice 8041272205

**From:** [Haney, Brenda](#)  
**To:** [Zwerenz, Kim](#)  
**Cc:** [Shane, Vonnie](#)  
**Subject:** WARDS\_PO#\_0003016035 FOR EL DORADO CENTER / FOLSOM LAKE COLLEGE  
**Date:** Wednesday, January 28, 2015 8:37:51 AM  
**Attachments:** [0003016035\\_WARDS SCIENTIFIC EDC AREA 3.pdf](#)

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Hi Kim – Alas here is signed copy of Wards PO\_0003016035 – I don't know how DO sent it or why vendor hasn't received it but....

**The attached PDF is an authorized version you can email directly to your Wards Rep to get this order going.**

➤ If you prefer BSO to send to vendor – please provide all contact info to email PO.

You can refer to Vendor folder on the Inside for complete documentation of the progression of this REQ/PO.

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:** Zwerenz, Kim  
**Sent:** Tuesday, January 27, 2015 1:55 PM  
**To:** Haney, Brenda  
**Subject:** po 0003016035 Wards  
**Importance:** High

Hi Brenda- Can you please check with DO. The above PO for Wards has not been received by Wards as of this date. I really was just kidding about receiving the items by the one year anniversary of the original order ☺

*Kim Zwerenz*

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**0003016035**

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<b>Date</b> 01/12/2015	<b>Revision</b> 2 - 01/13/2015	<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> 808461 ZWERENZK GALLARZC		<b>Location / Dept</b> 04EDCA103 SCI AH

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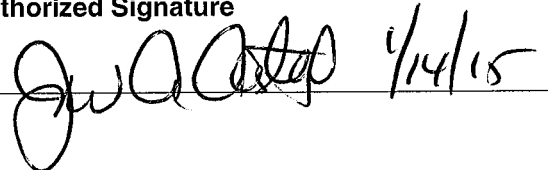
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REF QUOTE# 8002474216 DATED 02/21/2014

<b>Sub Total Amount</b>	10,002.37
<b>Sales Tax Amount</b>	750.19
<b>Total PO Amount</b>	10,752.56

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
COPFD	6490	41	FL.VI.IEQP	12050	83862	053A	10,752.56	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>

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## LOS RIOS COMMUNITY COLLEGE DISTRICT

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

### PURCHASE ORDER TERMS AND CONDITIONS

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

# Los Rios Community College District

## Requisition

Page 1 of 1

Req. No. **808461**

P.O. NO.

Vendor Code <b>5587</b>
Approved by / Date
Reviewed by / Date
Dispatched Method / Date

DATE 8/20/14  
 VENDOR Wards Natural Science  
 ADDRESS P.O. Box 5010  
 CITY San Luis Obispo STATE CA ZIP 93103  
 PHONE 800 962 2662 FAX \_\_\_\_\_

DELIVERY INSTRUCTIONS	
<u>04 EDC A103</u> Location Code	
<u>EDC Science</u> College/District Location	<u>Area</u> Department
<u>Science</u> Division	<u>9/20/14</u> Date Required

ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
	<b>*Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION.</b>				
1	<u>Per attached quote</u>				<u>10,002.87</u>
2	<u># 8002474216</u>				
3					
4					
5					
6					
7					
8	<u>no shipping</u>				
9					
10					
11					
12					
13				<u>EDC 7.5%</u>	

<b>Purchases Charged to Categorical Programs, Grants or Special Projects</b>		Sales Tax	<u>750.18</u>
This purchase is in compliance with the requirements of <u>IEQP</u>		<b>Total</b>	<u>10752.55</u>
<u>DD</u> Program Director/Coordinator Signature	For grants/special projects <u>053A</u> Program Name Project/Grant Number		
<u>04000 Biology</u> 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.

REQUESTED BY: Kim Zwiers TYPED/PRINT DATE 8/20/14  
 REQUESTED BY: Kim Zwiers SIGNATURE DATE 8/20/14  
 AUTHORIZED: [Signature] DEAN OR AUTHORIZED SIGNATURE DATE 8/20/14  
 APPROVED: [Signature] VICE PRESIDENT, ADMINISTRATION DATE 9.2.2014  
(Monica Pardo)

<u>COPPD 64901 41   FL.VI. IEQP</u>				
Bus. Unit	Account	* Fund	Org	
<u>12050</u>	<u>83862</u>	<u>2015</u>	<u>053A</u>	\$ <u>10752.55</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 04 EDC A103 Dept. Science  
 Building A Room No. A103

**Instructions on Reverse**



# Los Rios Community College District

## Requisition

Page 1 of 1

Req. No. <span style="color: red; font-weight: bold;">808461</span>
P.O. NO.

Vendor Code <span style="font-size: 1.2em;">5587</span>
Approved by / Date
Reviewed by / Date
Dispatched Method / Date

DATE 8/20/14

VENDOR Wards Natural Science

ADDRESS P.O. Box 5010

CITY San Luis Obispo STATE CA ZIP 93103

PHONE 800 962 2660 FAX \_\_\_\_\_

DELIVERY INSTRUCTIONS	
<u>04 EDC A103</u> <small>Location Code</small>	
<u>EDC Science</u> <small>College/District Location</small>	<u>Science</u> <small>Department</small>
<u>Science Area</u> <small>Division</small>	<u>9/20/14</u> <small>Date Required</small>

ITEM	DESCRIPTION <small>GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. &amp; SIZES</small>	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
	<b>*Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION.</b>				
1	<u>Per attached quote</u>				<u>10,002.87</u>
2	<u># 8002474216</u>				
3					
4					
5					
6					
7					
8	<u>no shipping</u>				
9					
10					
11					
12					
13					

<b>Purchases Charged to Categorical Programs, Grants or Special Projects</b>		Sales Tax	<u>750.18</u>
This purchase is in compliance with the requirements of <u>IEQP</u>			
<u>DD</u> Program Director/Coordinator Signature	For grants/special projects <u>053A</u> Project/Grant Number	<b>Total</b>	<u>10752.55</u>
Program Goal/Objective Number/Explanation <u>04000 Biology</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.

REQUESTED BY: Kim Zuerenz TYPED/PRINT DATE 8/20/14

REQUESTED BY: Kim Zuerenz SIGNATURE DATE 8/20/14

AUTHORIZED: [Signature] DEAN OR AUTHORIZED SIGNATURE DATE 9.2.2014

APPROVED: [Signature] VICE PRESIDENT, ADMINISTRATION DATE 9.2.2014

<u>COPPD 64901 41   FL.VI. IEQP</u>				
Bus. Unit	Account	* Fund	Org	
<u>12050</u>	<u>83862</u>	<u>2015</u>	<u>053A</u>	<u>\$ 10752.55</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 04 EDC A103 Dept. Science

Building A Room No. A103

Instructions on Reverse



a division of VWR International, LLC.  
5100 West Henrietta Road  
Post Office Box 92912  
Rochester, New York 14692-9012

Requested Vendor: WARDS  
only WARDS offers  
specific models Required

# Quotation

**Bill-To-Party**  
FOLSOM LAKE COLLEGE  
EL DORADO CENTER - DEPT OF SCIENCE  
6699 CAMPUS DR  
PLACERVILLE CA 95667-7744

**Ship-To-Party**  
FOLSOM LAKE COLLEGE  
EL DORADO CENTER - DEPT OF SCIENCE  
6699 CAMPUS DR  
PLACERVILLE CA 95667-7744

**Information**  
Quote 8002474216  
Date 02/21/2014  
Bill To Customer No. 80304991  
Ship To Customer No. 80304991  
Contact Name KIM ZWERENZ  
Telephone 530-642-5643  
Email zwerenk@flc.losrios.edu  
Currency USD  
Sales Rep AVAILABLE FOR USE IN 2015  
Valid 02/21/2014  
Expires 01/19/2015  
Cust ref FLC LOS RIOS

**Information**

**Term:** Transport fees as per standard terms and conditions unless indicated otherwise in this quotation. Taxes not included.

Wards will pick up the Ground Shipping Charges unless otherwise stated in the quote.

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. Orders under \$100.00 will be subject to current shipping charges, unless stated on the quote. 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 prices ending in#9# (i.e.XX.09, XX.89, XX.99) are excluded from any discount. Hazard fee#s will be prepaid and added your order unless stated on the quote.

*✓ = Same as VWR  
↓ = Lower than VWR  
↑ = Higher than VWR  
0 = VWR does offer same as WARDS.*

Item	Ref.	Catalog Number	Quantity	Unit Price	Ext. Amount
20	20	814734 MODEL GIANT ANIMAL CELL	1 EA	470.77	470.77
30	30	813132 MODEL SOMSO FUNCTIONAL ELBOW	1 EA	227.04	227.04
40	40	813412 MDL FUNCTIONAL KNEE JOINT	1 EA	239.73	239.73
50	50	810650 WARD'S MUSCLE TYPES MODEL SET	1 KT	591.94	591.94
60	60	810968 MODEL CLEAR SINUS GPI	1 EA	82.68	82.68
70	70	814019 SOMSO SPINAL CORD SECTION MODEL	1 EA	356.58	356.58



a division of VWR International, LLC.  
 5100 West Henrietta Road  
 Post Office Box 92912  
 Rochester, New York 14692-9012

# Quotation

Quote : 8002474216

Item	Ref.	Catalog Number	Quantity	Unit Price	Ext. Amount
80	80	813113 MDL GIANT EAR 3X LIFE SIZE	2 EA	153.12	306.24
90	90	813022 SOMSO HEART MODEL STAND-MOUNT	4 EA	376.46	1,505.84
100	100	815103 DIGESTIVE DUCT WALL COMP. STRUCTURE	1 EA	229.32	229.32
110	110	813510 DIGESTIVE SYSTEM MODEL 3-PART	1 EA	411.84	411.84
120	120	654470 PIGEON SKELETON ARTICULATED NATURAL	1 EA	239.70	239.70
130	130	653330 TURTLE SKELETON ARTICULATED NATURAL	1 EA	550.80	550.80
140	140	655205 CAT SKELETON ARTICULATED NATURAL	1 EA	450.00	450.00
150	150	655300 CANINE SKELETON ARTICULATED NATURAL	1 EA	480.25	480.25
170	170	813286 3B INTRODUCTORY EYE IN ORBIT MODEL	1 EA	289.00	289.00
180	180	811177 MDL DISSECTIBLE MUSCLED ARM 6 PRTS	2 EA	505.75	1,011.50
190	190	811164 MDL DISSECTIBLE MUSCLED LEG 9 PRTS	2 EA	645.15	1,290.30
200	200	823106 DIDACTIC SKULL 22-PART	1 EA	403.92	403.92
220	220	810601 WARD'S BLOOD COMPONENTS MODEL SET	1 KT	864.92	864.92
Item Total					10,002.37

TO PLACE YOUR ORDER, PLEASE CALL  
 CONTACT TEL: 1-800-962-2660  
 FAX: 1-800-635-8439  
 Email : bids.wardsci@vwr.com  
 Web site: www.wardsci.com

7.50%

750.18  
 10,752.55



a division of VWR International, LLC.  
5100 West Henrietta Road  
Post Office Box 92912  
Rochester, New York 14692-9012

# Quotation

Quote : 8002474216

PLEASE REFER TO VWR QUOTATION NO. 8002474216

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.

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:** [Aasted, Jon](#)  
**To:** [Haney, Brenda](#); [Gallarzo, Christina](#)  
**Subject:** RE: REQ#808461, WARDS OF NATRAL SCIENCE\_ REQUESTED EXPLANATIONS PROVIDED  
**Date:** Thursday, January 15, 2015 11:12:02 AM

---

Hi Brenda – thank you for the detailed explanation. It’s greatly appreciated!

I would like to make sure that we are doing everything on our end to support the colleges which includes timely turn-around on requisitions.

Since this particular requisition had a specific due date for the items, I also wanted to make sure they were still needed. You have confirmed that.

We’ll process, and get this into the system ASAP. Should you ever have concerns in the future, please feel free to call me.

Thanks

Jon A. Aasted  
Director of General Services  
916-568-3057

---

**From:** Haney, Brenda  
**Sent:** Thursday, January 15, 2015 8:17 AM  
**To:** Gallarzo, Christina  
**Cc:** Aasted, Jon  
**Subject:** RE: REQ#808461, WARDS OF NATRAL SCIENCE\_ REQUESTED EXPLANATIONS PROVIDED

Christina / Jon – Please see requested explanation below – please let me know if you need any further information....would really like to finalize this REQ and have PO issued to Wards.

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:** Gallarzo, Christina  
**Sent:** Wednesday, January 14, 2015 4:17 PM  
**To:** Haney, Brenda  
**Subject:** REQ#808461, WARDS OF NATRAL SCIENCE

Brenda,

Jon Aasted, our new Director is signing off on purchase orders and noticed that this particular requisition was dated August, 2014; however, the date of receipt in purchasing is 12/23/2014. He would like to know a few things concerning this requirement:

Why was the requisition written in August, but held until December to send to purchasing?

**[Haney, Brenda]** This was originally a FY 2014 request submitted in May, however at FY End we had a problem with budget approved by previous FLC VPI David Newnham and could not get it resolved by final FY 2014 cut-off; so FLC & J. Alford agreed to cancel REQ for 2014 and re-requisition in 2015 as the COPFD budget allocated would roll forward. Therefore in August (at advise of J. Alford) new REQ 808461 and updated Quotes were obtained; we then submitted it in Sept. signed by Interim VPI Bruce Werner, Vivian Poon sent it back to us not accepting his signature, (as he was transitioning out as Interim VPI at that time), and we were asked to have new incoming VPI review and approve the REQ. Monica Pactol came on board as new FLC VPI in Nov – and we received her final approval and signature to move forward with this Instructional Equipment Order just before Dec Winter Recess – we again updated vendor quotes and re-submitted to Purchasing.

Based on the lapse in timeline, does the end-user still need the items? **[Haney, Brenda]** **Yes – Out EDC Science Dept./Area 3 most definitely needs this order and has been patiently waiting since Spring of 2014 for a PO to be issued.**

I would appreciate you pulsing your end and letting me know.

Thank you,

Christina

**Christina Gallarzo  
Los Rios Community College  
District Office – Purchasing  
1919 Spanos Court  
Sacramento, CA 95825**

**(916) 568-3072, Fax #(916) 568-3145**



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

COMP Quote #1

# Quotation

**Sold-To-Party**  
 LOS RIOS JUNIOR  
 UC CONTRACT ORDERS ONLY  
 1919 SPANOS CT  
 SACRAMENTO CA 95825-3905

**Information**  
 Quote 8002630148  
 Date 09/30/2014  
 Sold To Customer No. 80066552  
 Ship To Customer No. 80184858  
 Contact Name KIM ZWERENZ  
 Telephone 530-642-5269 X 0  
 Email ZWERENK@FLC.LOSRIOS.EDU  
 Currency USD  
 Sales Rep SCI ED NCAL OPEN  
 Valid 09/30/2014  
 Expires 10/30/2014  
 Cust ref 0 = Not Same item as WARDS  
 ✓ = Same Price as WARDS  
 ↑ = Higher than WARDS  
 ↓ = Lower than WARDS

**Ship-To-Party**  
 LOS RIOS JR COLLEGE DIST  
 PLCERVILLE EL DORADO  
 6699 CAMPUS DR  
 PLACERVILLE CA 95667-7744

**Information**  
 Term: Transport fees as per standard terms and conditions unless indicated otherwise in this quotation. Taxes not included.

Item	Ref.	Catalog Number	Quantity	Unit Price	Ext. Amount
10		470027-934 PIGEON SKELETON ARTICULATED NATURAL	1 EA	239.70	239.70 ✓
20		470027-996 CAT SKELETON ARTICULATED NATURAL	1 EA	451.65	451.65 ↑
30		470028-010 CANINE SKELETON ARTICULATED NATURAL	1 EA	480.25	480.25 ✓
40		470027-926 TURTLE SKELETON ARTICULATED NATURAL	1 EA	612.00	612.00 ↑
50		BINHA291-B DIDACTIC SKULL 22-PART	1 EA	390.15	390.15 ↓
60		470119-102 GIANT EAR-CLASSIC VERSION	2 EA	111.35	222.70 ↓
80		470007-356 MODEL GIANT ANIMAL CELL	1 EA	470.77	470.77 ✓
90		470029-438 WARD'S MUSCLE TYPES MODEL SET	1 KT	591.94	591.94 ✓
100		470029-768 BLOOD CELLS MODEL SET	1 KT	1,067.43	1,067.43 ○
120		470017-130 DIGESTIVE DUCT WALL COMP. STRUCTURE	1 EA	232.05	232.05 ↑



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

# Quotation

Quote : 8002630148

Item	Ref.	Catalog Number	Quantity	Unit Price	Ext. Amount
140		470015-730 MODEL SPINAL CORD SECTION PLAS	1 EA	344.42	344.42
150		470126-948 MODEL CLEAR SINUS GPI	1 EA	87.85	87.85
170		470015-618 MODEL ELBOW FUNCTIONAL PLAS	1 EA	241.23	241.23
190		470004-532 MDL DISSECTIBLE MUSCLED LEG 9 PRTS	2 EA	645.15	1,290.30
200		470004-548 MDL DISSECTIBLE MUSCLED ARM 6 PRTS	2 EA	505.75	1,011.50
210		470029-654 3B INTRODUCTORY EYE IN ORBIT MODEL	1 EA	289.00	289.00
220		470015-692 MODEL FUNCTIONAL KNEE JOINT PLAS	1 EA	248.50	248.50
230		470007-344 MODEL HEART 2PRT PLAS	4 EA	216.11	864.44
240		470007-098 DIGESTIVE SYSTEM MODEL 3-PART	1 EA	397.80	397.80
Item Total					9,533.68

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

7.50%      715.03  
10,248.71

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.





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

# Quotation

**Quote : 8002630148**

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.

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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:** [Zwerenz, Kim](#)  
**To:** [Haney, Brenda](#)  
**Cc:** [Shane, Vonnie](#)  
**Subject:** FW: Wards REQ#\_808461  
**Date:** Friday, December 19, 2014 11:02:23 AM  
**Attachments:** [VWR Quotation\\_0080066552\\_8002630148.PDF](#)  
**Importance:** High

---

Hi Brenda Please not the attached email. " They don't have a couple of items" therefore the quote will be lower.  
We still need the items on the original quote from Wards

Thanks  
Kim

-----Original Message-----

From: Zwerenz, Kim  
Sent: Tuesday, September 30, 2014 2:49 PM  
To: Haney, Brenda  
Subject: Wards REQ#\_808461

Here is a quote from VWR. They don't have a couple of items

Kim

-----Original Message-----

From: VWR Workflow [<mailto:workflow@vwr.com>]  
Sent: Tuesday, September 30, 2014 1:51 PM  
To: Zwerenz, Kim  
Subject: VWR Quotation 8002630148 / PO Quote

Dear Customer,  
As requested, please find attached your VWR Quotation.  
Thank you for this opportunity to earn your business.

**IMPORTANT**

This is an automated email, please do not reply to [workflow@vwr.com](mailto:workflow@vwr.com).

COMP Quote # 2

SALES QUOTATION



World-Class Support for Science & Math

Telephone: 1-800-334-5551  
Fax: 336-538-6330

QUOTE NUMBER	272977 SQ	QUOTE EXPIRES	12/31/14
DATE:	09/30/14	Reference: E-MAIL REQUEST	
Shipment can be Made Within 14-25 DAYS After Receipt of Your Order Unless Otherwise Stated.			
TRANSPORTATION METHOD BEST WAY		PAYMENT TERMS: NET 30 **	

**BILL TO ACCOUNT: 113776**  
LOS RIOS CMTY COLLEGE DIST OFF  
ACCOUNTS PAYABLE  
1919 SPANOS CT  
SACRAMENTO CA 95825-3905

SPENCER HINDMAN  
QUOTATION SPECIALIST

*Vendor Cannot Supply all items Needed*

CATALOG NUMBER	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	EXTENDED PRICE
566715	HUMAN LEFT ARM	EA	2	579.50	1,159.00
566717A	HUMAN LEFT LEG	EA	2	802.75	1,605.50
566964	HUMAN THREE-PART EAR	EA	2	349.60	699.20
566797	HUM SPINAL CORD SECTION	EA	1	389.50	389.50
566803B	HUMAN HEART SOMSO	EA	4	403.75	1,615.00
566895B	HUMAN DIGESTIVE SYSTEM	EA	1	309.22	309.22
247713	SOMSO ELBOW JOINT	EA	1	237.50	237.50
247939	JOINT, KNEE, FUNCTIONAL, SOMSO	EA	1	280.25	280.25
245130	SKELETON PIGEON, WITH COVER	EA	1	297.30	297.30
244131	ART. TURTLE SKELETON W/COVER	EA	1	170.24	170.24
245890	SKELETON, CAT, NATURAL, WITH C	EA	1	484.50	484.50
246123	ARTICULATED DOG SKELETON	EA	1	521.41	521.41
566954	HUMAN EYE IN ORBIT	EA	1	389.50	389.50
563955	ANIMAL CELL	EA	1	543.40	543.40
247007	3B BEAUCHENE SKULL, COLOR	EA	1	569.05	569.05
FREIGHT	FREIGHT AND HANDLING	EA	1	* FREE *	* FREE *

Please refer to our quote # when placing your order.  
Em: zwerenk@frc.losrios.edu

Carolina Biological Supply Company  
2700 York Road, Burlington, NC 27215-3398  
www.carolina.com

CFR PLACERVILLE CA

SUB TOTAL	\$	9,270.57
7.5 %	TAX	695.31
TOTAL	\$	9,965.88

**From:** [Zwerenz, Kim](#)  
**To:** [Haney, Brenda](#)  
**Cc:** [Shane, Vonnie](#)  
**Subject:** FW: Wards REQ#\_808461  
**Date:** Friday, December 19, 2014 10:59:57 AM  
**Attachments:** [272977 SQ.pdf](#)  
**Importance:** High

---

Please note the original email. [Some items are not available item 50, 60,100,220 \(Wards Quote. Item's 110,130 \(Wards\) Not the same](#) Therefore not the same price. We want the wards product.

Thanks  
Kim

---

**From:** Zwerenz, Kim  
**Sent:** Tuesday, September 30, 2014 12:49 PM  
**To:** Haney, Brenda  
**Subject:** Wards REQ#\_808461

Hi Brenda – Here is a quote from Carolina Biologic. Some items are not available item 50, 60,100,220 (Wards Quote. Item's 110,130 (Wards) Not the same

Kim

**From:** [Spencer.Hindman@carolina.com](mailto:Spencer.Hindman@carolina.com) [<mailto:Spencer.Hindman@carolina.com>]  
**Sent:** Tuesday, September 30, 2014 11:30 AM  
**To:** Zwerenz, Kim  
**Cc:** [Destinee.Smith@carolina.com](mailto:Destinee.Smith@carolina.com)  
**Subject:** Quote request\_Quote #272977 SQ

Attached is the quote you requested. To receive the quoted prices, **be sure to reference the QUOTE NUMBER on your order.**

If you are ready to place your order, contact our ordering department:

P: 800.334.5551, ext 2653  
F: 800.222.7112  
E: [customer\\_service@carolina.com](mailto:customer_service@carolina.com)

Please let me know if I can be of further assistance.

\*\*\*\*\*

Spencer Hindman  
Quotation Specialist  
Carolina Biological Supply Company

Tel: 336-538-6241  
Fax: 336-538-6330

URL: <http://www.carolina.com>

\*\*\*\*\*

---

From: Brad Chiasson/Carolina  
To: Quotations  
Date: 09/30/2014 02:10 PM  
Subject: Quote request

---

Per Kim Zwerenz, please email quote ASAP to [zwerenk@flc.losrios.edu](mailto:zwerenk@flc.losrios.edu). Thanks.

Bill to: 222826  
Ship to: 2851297

Item:	Quantity:
566715	2
566717A	2
566964	2
566797	1
566803B	4
566895B	1
247713	1
247939	1
245130	1
244131	1
245890	1
246123	1
566954	1
563955	1
247007	1

Brad Chiasson  
Carolina Biological Supply  
6537 Judge Adams Road  
Whitsett, NC 27377

Business Phone: 800-334-5551 Ext #7677  
Fax: 800-222-7112  
E-Mail: [brad.chiasson@carolina.com](mailto:brad.chiasson@carolina.com)  
URL: <http://www.carolina.com>

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Due to the nature of the Internet, the sender is unable to ensure the integrity of this message and does not accept any liability or responsibility for any errors or omissions (whether as the result of this message having been intercepted or otherwise) in the contents of this message. Any views expressed in this communication are those of the individual sender, except where the sender specifically states them to be the views of the company.



a division of VWR International, LLC.  
 5100 West Henrietta Road  
 Post Office Box 92912  
 Rochester, New York 14692-9012

# Quotation

<b>Bill-To-Party</b> FOLSOM LAKE COLLEGE EL DORADO CENTER - DEPT OF SCIENCE 6699 CAMPUS DR PLACERVILLE CA 95667-7744	<b>Information</b> <b>Quote</b> 8002474216 <b>Date</b> 02/21/2014 <b>Bill To Customer No.</b> 80304991 <b>Ship To Customer No.</b> 80304991 <b>Contact Name</b> KIM ZWERENZ <b>Telephone</b> 530-642-5643 <b>Email</b> zwerenk@flc.losrios.edu <b>Currency</b> USD <b>Sales Rep</b> SCI ED NCAL OPEN <b>Valid</b> 02/21/2014 <b>Expires</b> 11/20/2014 <b>Cust ref</b> FLC LOS RIOS
<b>Ship-To-Party</b> FOLSOM LAKE COLLEGE EL DORADO CENTER - DEPT OF SCIENCE 6699 CAMPUS DR PLACERVILLE CA 95667-7744	

**Information**

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Wards will pick up the Ground Shipping Charges unless otherwise stated in the quote.

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. Orders under \$100.00 will be subject to current shipping charges, Unless stated on the quote. 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 prices ending in#9# (i.e.XX.09, XX.89, XX.99) are excluded from any discount. Hazard fee#s will be prepaid and added your order unless stated on the quote.

Item	Ref.	Catalog Number	Quantity	Unit Price	Ext. Amount
20	20	814734 MODEL GIANT ANIMAL CELL	1 EA	470.77	470.77
30	30	813132 MODEL SOMSO FUNCTIONAL ELBOW	1 EA	227.04	227.04
40	40	813412 MDL FUNCTIONAL KNEE JOINT	1 EA	239.73	239.73
50	50	810650 WARD'S MUSCLE TYPES MODEL SET	1 KT	591.94	591.94
60	60	810968 MODEL CLEAR SINUS GPI	1 EA	82.68	82.68
70	70	814019 SOMSO SPINAL CORD SECTION MODEL	1 EA	356.58	356.58
80	80	813113 MDL GIANT EAR 3X LIFE SIZE	2 EA	153.12	306.24
90	90	813022 SOMSO HEART MODEL STAND-MOUNT	4 EA	376.46	1,505.84



a division of VWR International, LLC.  
5100 West Henrietta Road  
Post Office Box 92912  
Rochester, New York 14692-9012

# Quotation

Quote : 8002474216

Item	Ref.	Catalog Number	Quantity	Unit Price	Ext. Amount
100	100	815103 DIGESTIVE DUCT WALL COMP. STRUCTURE	1 EA	229.32	229.32
110	110	813510 DIGESTIVE SYSTEM MODEL 3-PART	1 EA	411.84	411.84
120	120	654470 PIGEON SKELETON ARTICULATED NATURAL	1 EA	239.70	239.70
130	130	653330 TURTLE SKELETON ARTICULATED NATURAL	1 EA	550.80	550.80
140	140	655205 CAT SKELETON ARTICULATED NATURAL	1 EA	450.00	450.00
150	150	655300 CANINE SKELETON ARTICULATED NATURAL	1 EA	480.25	480.25
170	170	813286 3B INTRODUCTORY EYE IN ORBIT MODEL	1 EA	289.00	289.00
180	180	811177 MDL DISSECTIBLE MUSCLED ARM 6 PRS	2 EA	505.75	1,011.50
190	190	811164 MDL DISSECTIBLE MUSCLED LEG 9 PRS	2 EA	645.15	1,290.30
200	200	823106 DIDACTIC SKULL 22-PART	1 EA	403.92	403.92
220	220	810601 WARD'S BLOOD COMPONENTS MODEL SET	1 KT	864.92	864.92
Item Total					10,002.37

TO PLACE YOUR ORDER, PLEASE CALL  
CONTACT TEL: 1-800-962-2660  
FAX: 1-800-635-8439  
Email : bids.wardsci@vwr.com  
Web site: www.wardsci.com

PLEASE REFER TO VWR QUOTATION NO. 8002474216

THANK YOU FOR THE OPPORTUNITY TO EARN YOUR BUSINESS

Installation not included unless otherwise noted.



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## Quotation

**Quote : 8002474216**

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.

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.



## Haney, Brenda

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**From:** Wong, Barbara  
**Sent:** Friday, September 25, 2015 3:57 PM  
**To:** Smith, Stephanie; Deleon, Katie; Harman, Joany; Heidt, Robert  
**Cc:** Hallberg, John; Hafer, Nancy; Perrault, Barbara; Haney, Brenda; Coles, Linda  
**Subject:** Letters requesting invoices from vendors  
**Attachments:** ARC.pdf; CRC.pdf; FLC.pdf; SCC.pdf; FM.pdf

Hi All,

Attached are letters requesting invoices from vendors. On-line receivers have been processed, but to date Accounting Operations has not received the invoices. Please check with departments if invoices were sent to your site instead of DO. Thank you for your assistance on this matter.

***Barbara Wong***

*Accounting Operations Supervisor  
Los Rios Community College District  
1919 Spanos Court • Sacramento CA 95825  
Phone: (916) 568-3038  
E-mail: [wongb@losrios.edu](mailto:wongb@losrios.edu)*

# LOS RIOS

COMMUNITY  
COLLEGE  
DISTRICT



September 25, 2015

WARDS NATURAL SCIENCE EST INC  
PO BOX 644312  
PITTSBURGH PA 15264-4312

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

1919 Spanos Court  
Sacramento, CA 95825  
Phone: 916 568-3021  
Fax: 916 568-3023  
www.losrios.edu

Re: Purchase order number 0003016035

Dear Sir or Madam:

Our records indicate that we have received items for the aforementioned purchase order but payment has not been made. We do not have an open invoice on hand for these items.

Please check one of the following options and return this letter with the appropriate documentation, if applicable. If you do not respond within 30 days, we will consider the purchase order complete and paid in full. We greatly appreciate your timely response on this matter.

Said purchase order is complete and paid in full. Final payment was received with check number \_\_\_\_\_ dated \_\_\_\_\_ in the amount of \_\_\_\_\_.

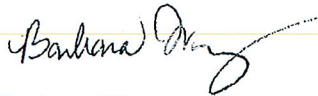
Payment has not been received. Invoice \_\_\_\_\_ is still outstanding. (Please attach invoice.) When invoice is paid, said purchase order will be complete and paid in full.

Payment has not been received. Invoice \_\_\_\_\_ is still outstanding. (Please attach invoice.) Said purchase order still has backordered items to be shipped. Approximate date for backordered items to be shipped is \_\_\_\_\_.

No payment is due. All invoices have been paid to date for delivered items for said purchase order. Only backordered items remain to be shipped. Approximate date for backordered items to be shipped is \_\_\_\_\_.

Please return to: ATTENTION ACCOUNTING OPERATIONS, LOS RIOS COMMUNITY COLLEGE DISTRICT, 1919 SPANOS COURT, SACRAMENTO, CA 95825, or fax to: ATTENTION ACCOUNTING OPERATIONS, (916) 286-3636.

Sincerely,



Barbara Wong  
Accounting Operations Supervisor

cc Files  
EDC