

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASING: (916) 568-3071 ACCOUNTING: (916) 568-3065

FAX: (916) 568-3145

PURCHASE ORDER NO

1077576A

PLEASE SEE REVERSE SIDE FOR SPECIAL INSTRUCTIONS, TERMS AND CONDITIONS.

Date 09/18/2014	Revision	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 808550 HANEY B KB PANKOWSK	Location / Dept 04ADMN	

Vendor: 0000022275
CINTAS DOCUMENT MANAGEMENT
1227 STRIKER AVE STE 240
SACRAMENTO CA 95834

Phone: (916) 434-2734
Fax: (916) 434-2934

email:

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	FL.VI.OFFC/67900 - \$32.50/MO FOR 2 BINS (\$15.00 + &1.25 FUEL SRVC CHG PER BIN) LOCATED IN ASPH & CYPH WORKROOMS - MAINTENANCE AGREEMENT FOR DOCUMENT SHREDDING SERVICES 7/1/14 - 6/30/15	1.00	LOT	400.00	400.00	05/01/2015
2- 1	FL.VS.ENRL/62100 - \$16.25/MO FOR 1 BIN (\$15.00 + &1.25 FUEL SRVC CHG PER BIN) LOCATED IN ASPH A&R - MAINTENANCE AGREEMENT FOR DOCUMENT SHREDDING SERVICES 7/1/14 - 6/30/15	1.00	LOT	200.00	200.00	05/01/2015
3- 1	FL.VA.OPER/67700 - \$16.25/MO FOR 1 BIN (\$15.00 + &1.25 FUEL SRVC CHG PER BIN) LOCATED IN RCVG - MAINTENANCE AGREEMENT FOR DOCUMENT SHREDDING SERVICES 7/1/14 - 6/30/15	1.00	LOT	200.00	200.00	05/01/2015

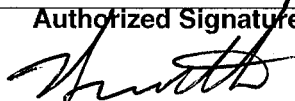
2013/14 PO 0001072502 CINTAS

9/18/2014 THIS REPLACES PO 0001077576 THAT WAS CLOSED DUE TO WRONG VENDOR CODE. KB

Sub Total Amount	800.00
Sales Tax Amount	0.00
Total PO Amount	800.00

BU Acct Fd Org Prog Sub Proj Amount BYear

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
 9-22-14

9-22-14

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

PURCHASING: (916) 568-3071 ACCOUNTING: (916) 568-3065

FAX: (916) 568-3145

PURCHASE ORDER NO

1077576A

PLEASE SEE REVERSE SIDE FOR SPECIAL INSTRUCTIONS, TERMS
AND CONDITIONS.

Date 09/18/2014	Revision	Page 2
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 808550 HANEY B KB PANKOWSK	Location / Dept 04ADMN	

Vendor: 0000022275
CINTAS DOCUMENT MANAGEMENT
1227 STRIKER AVE STE 240
SACRAMENTO CA 95834

Phone: (916) 434-2734
Fax: (916) 434-2934

email:

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
GENFD 5600 11	FL.VA.OPER 67700 00000 041A	200.00		2015		
GENFD 5600 11	FL.VI.OFFC 67900 00000 041A	400.00		2015		
GENFD 5600 11	FL.VS.ENRL 62100 00000 051C	200.00		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



9-22-14

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

PURCHASING: (916) 568-3071 ACCOUNTING: (916) 568-3065

FAX: (916) 568-3145

PURCHASE ORDER NO

0001077576

PLEASE SEE REVERSE SIDE FOR SPECIAL INSTRUCTIONS, TERMS AND CONDITIONS.

Date 07/31/2014	Revision	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 808550 HANEYB PANKOWSK	Location / Dept 04ADMN	

Vendor: 0000035261
SHRED-IT USA LLC
1227 STRIKER AVE STE 120
SACRAMENTO CA 95834

Phone: (916) 434-2734
Fax: (916) 434-2934

email: pandob@cintas.com

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	FL.VI.OFFC/67900 - \$32.50/MO FOR 2 BINS (\$15.00 + &1.25 FUEL SRVC CHG PER BIN) LOCATED IN ASPH & CYPH WORKROOMS - MAINTENANCE AGREEMENT FOR DOCUMENT SHREDDING SERVICES 7/1/14 - 6/30/15	1.00	LOT	400.00	400.00	05/01/2015
2- 1	FL.VS.ENRL/62100 - \$16.25/MO FOR 1 BIN (\$15.00 + &1.25 FUEL SRVC CHG PER BIN) LOCATED IN ASPH A&R - MAINTENANCE AGREEMENT FOR DOCUMENT SHREDDING SERVICES 7/1/14 - 6/30/15	1.00	LOT	200.00	200.00	05/01/2015
3- 1	FL.VA.OPER/67700 - \$16.25/MO FOR 1 BIN (\$15.00 + &1.25 FUEL SRVC CHG PER BIN) LOCATED IN RCVG - MAINTENANCE AGREEMENT FOR DOCUMENT SHREDDING SERVICES 7/1/14 - 6/30/15	1.00	LOT	200.00	200.00	05/01/2015

2013/14 PO 0001072502 CINTAS

Sub Total Amount	800.00
Sales Tax Amount	0.00
Total PO Amount	800.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5600	11	FL.VA.OPER	67700	00000	041A	200.00	2015
GENFD	5600	11	FL.VI.OFFC	67900	00000	041A	400.00	2015
GENFD	5600	11	FL.VS.ENRL	62100	00000	051C	200.00	2015

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
[Signature] 8/8/2014

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.

ORIGINAL

Los Rios Community College District

Requisition

Page 1 of 1

Req. No. **808550**

Vendor Code
22275

DATE 07/01/2014 VENDOR CINTAS DOCUMENT MGMT

P.O. NO.

Approved by / Date

ADDRESS 1227 STRIKER AVE. STE 240

DELIVERY INSTRUCTIONS

04ADMN

Reviewed by / Date

CITY SACRAMENTO STATE CA ZIP 95834

Department Building Location
FLC CAMPUS SERVICES

Dispatched Method / Date

E-MAIL _____

College/District Location Department
COLLEGE-WIDE:

PHONE _____ FAX _____

Division 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	LINE# 1: FL.VI.OFFC/67900 - \$32.50/MO FOR 2 BINS (\$15.00 + &1.25 FUEL SRVC CHG PER BIN)				
2	LOCATED IN ASPH & CYPH WORKROOMS - MAINTENANCE AGREEMENT FOR DOCUMENT SHREDDING SERVICES				
3	LINE 1 BUDGET: GENFD 5600 11 FL.VI.OFFC 67900 00000 2015 041A	1	LOT	400.00	400.00
4					
5	LINE# 2: FL.VS.ENRL/62100 - \$16.25/MO FOR 1 BIN (\$15.00 + &1.25 FUEL SRVC CHG PER BIN)				
6	LOCATED IN ASPH A&R - MAINTENANCE AGREEMENT FOR DOCUMENT SHREDDING SERVICES				
7	LINE 2 BUDGET: GENFD 5600 11 FL.VS.ENRL 62100 00000 2015 051C	1	LOT	200.00	200.00
8					
9	LINE# 3: FL.VA.OPER/67700 - \$16.25/MO FOR 1 BIN (\$15.00 + &1.25 FUEL SRVC CHG PER BIN)				
10	LOCATED IN RCVG - MAINTENANCE AGREEMENT FOR DOCUMENT SHREDDING SERVICES				
11	LINE 3 BUDGET: GENFD 5600 11 FL.VA.OPER 67700 00000 2014 041A	1	LOT	200.00	200.00
12	FROM: JULY 1, 2014 - JUNE 30, 2015				
13	<i>AMOUNT ONLY PY PO 0001072502 Please set up Line Descriptions as shown above</i>				
Purchases Charged to Categorical Programs, Grants or Special Projects				SalesTax	
This purchase is in compliance with the requirements of _____				Total	
Program Name _____				\$800.00	
For grants/special projects _____					
Program Director/Coordinator Signature _____					
Project/Grant Number _____					
Program Goal/Objective Number/Explanation _____					

I hereby certify the items/services listed above shall be obtained in accordance with District Policy, Conflict of Interest Code, P-8611, and all other applicable district, state and federal policies, rules, regulations and laws.

Brenda Haney 7/01/14

REQUESTED BY: TYPED/PRINT DATE
B Haney 7/15/14

REQUESTED BY: SIGNATURE DATE
Colleen Johnson 7/01/14

AUTHORIZED: DEAN OR AUTHORIZED SIGNATURE DATE
K Kupler 7/15/14

APPROVED: VICE PRESIDENT, ADMINISTRATION DATE

/ / / SEE ABOVE - 3 LINES, 3 BUDGETS			
Bus. Unit	Account	* Fund	Org
/	/	/	/
Program	Sub-Class	BY	Proj/Grnt
/	/	/	/
Bus. Unit	Account	* Fund	Org
/	/	/	/
Program	Sub-Class	BY	Proj/Grnt
/	/	/	/

* Asset Location - Equipment purchases over \$200 (Accts: 6480, 6490, 6491, 6493, 6495) complete the area below indicating the final assigned location of equipment.

Location Code _____ Dept. _____

Building _____ Room No. _____

Certificate of Destruction

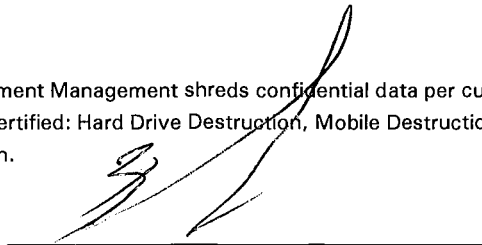
FOLSOM LAKE COLLEGE
10 COLLEGE PKWY
FOLSOM, CA 95630-6798

Document # 8006680517
Document Date 10/01/2014
Cintas Route/SSR ROG37.0001/Joseph Castro
Customer # 10436042
Service Type Recurring
Customer Group Off-Site
Next Service Date 10/29/2014
Next Service Type Recurring

Material #	Description	Quantity	Quantity Serviced
SV0000230	Service (P/Off)-64 Gal (240 L)	4.00 EA	<u>4</u>

This certificate is to certify that Cintas Document Management shreds confidential data per customer's instructions for the above-mentioned company. The following services are NAID certified: Hard Drive Destruction, Mobile Destruction and Offsite Destruction. The following services are not NAID certified: Non-paper Destruction.

Service Representative Signature



Date

Page 1 of 1

Certificate of Destruction

FOLSOM LAKE COLLEGE
10 COLLEGE PKWY
FOLSOM, CA 95630-6798

Document # 8005916880
Document Date 08/06/2014
Cintas Route/SSR ROG37.0001/Joseph Castro
Customer # 10436042 — 0001077576
Service Type Recurring
Customer Group Off-Site
Next Service Date 09/03/2014
Next Service Type Recurring

Shred-IT USA LLC (formerly CINTAS)

Material #	Description	Quantity	Quantity Serviced
SV0000230	Service (P/Off)-64 Gal (240 L)	4.00 EA	<u>9</u>

Original to DD 8/8/14

This certificate is to certify that Cintas Document Management shreds confidential data per customer's instructions for the above-mentioned company. The following services are NAID certified: Hard Drive Destruction, Mobile Destruction and Offsite Destruction. The following services are not NAID certified: Non-paper Destruction.

Service Representative Signature

JL

Date

8-6-14

Cintas 0G37
1227 Striker Ave.
Sacramento, CA 95834

Phone # (916) 434-2734
Fax # (916) 434-2934

Certificate of Destruction

FOLSOM LAKE COLLEGE
10 COLLEGE PKWY
FOLSOM, CA 95630-6798

Document # 8005604063
Document Date 07/22/2014
Cintas Route/SSR R0G37.0001 / Joseph Castro
Ship To Customer # 10436042
Service Type Recurring
Customer Group Off-Site
Next Service Date 10/29/2014
Next Service Type Recurring

Material #	Description	Quantity Serviced
SV0000230	Service (P/Off)-64 Gal (240 L)	4.000 EA

This certificate is to certify that Cintas Document Management shreds confidential data per customer's instructions for the above-mentioned company. The following services are NAID certified: Hard Drive Destruction, Mobile Destruction and Offsite Destruction. The following services are not NAID certified: Non-paper Destruction.

Signature  Date 07/22/2014
Name Cintas Default Title Cintas Default

From: [Haney, Brenda](#)
To: [Johnson, Colleen](#); [Raines, Christopher](#)
Cc: [Light, Julia](#); [Kaldani, Jacqueline](#)
Subject: RE: FOR YOUR ACTION_ FW: PO1077576A CINTAS
Date: Monday, October 20, 2014 7:54:54 AM
Attachments: [Folsom Lake College CDD 7-22-14.pdf](#)
[10/14 Cert of Destruction.mxd](#)
[image001.png](#)

Colleen / Chris –

Signatures on both the 7/22 and 10/1 Cintas Destruction Certificates attached (as well as the 8/6/14 delivery) – are clearly not that of Don Jackson or Levi Thiessen.

As DO Accounting – cannot remit payment to CINTAS until receipt of original Destruction Certificate with an authorized signature – is received.

Please contact this vendor, to arrange that they have Receiving Dept. confirm all service pickups and sign-off each Destruction Certificate, each time; and have Receiving Clerk forward all signed documents to BSO same day as service. Campus Operations may be the alternate signer if Receiving Dept. staff is unavailable.

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Johnson, Colleen

Sent: Friday, October 17, 2014 3:56 PM

To: Kaldani, Jacqueline

Cc: Light, Julia; Haney, Brenda; Raines, Christopher

Subject: RE: FOR YOUR ACTION_ FW: PO1077576A CINTAS

Jackie/Brenda:

The person who may have received the certificate from Cintas was Don Jackson, College Receiving/Storekeeper who retired on Oct. 1. The Custodial, Receiving & Maintenance Supervisor, Chris Raines is out of the office until Oct. 27 and is copied on this e-mail to add any additional information upon his return.

The new College Receiving/Storekeeper is Levi Thiessen. A Cintas rep. gave the 10/1/14 certificate of destruction (attached) to Levi after the 4 bins had been serviced on campus. Levi has been advised to submit the Cintas certificate to Brenda for processing.

Colleen Johnson | Campus Operations Supervisor

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

☎ 916.608.6585 | ☎ 916.608.6746 | Colleen.Johnson@flc.losrios.edu | <http://flc.losrios.edu>

From: Haney, Brenda

Sent: Friday, October 17, 2014 10:23 AM

To: Johnson, Colleen; Light, Julia

Cc: Kaldani, Jacqueline

Subject: FOR YOUR ACTION_ FW: PO1077576A CINTAS

Hi Colleen / Julia –

For your action – please reply to Jackie Kaldani directly (and Cc me) – regarding her questions highlighted below:

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Kaldani, Jacqueline

Sent: Wednesday, October 15, 2014 2:52 PM

To: Haney, Brenda

Subject: RE: PO1077576A CINTAS

Please see the attached doc. for 7/22/14 service. Please ask the dept. to see who signed for the service and didn't forward the paper work to D.O.

Thank you

From: Haney, Brenda

Sent: Thursday, October 02, 2014 9:44 AM

To: Kaldani, Jacqueline

Subject: RE: PO1077576A CINTAS

We only have one for 8/6/14. Please contact vendor or 7/22/14.

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Kaldani, Jacqueline

Sent: Thursday, October 02, 2014 9:42 AM

To: Haney, Brenda

Subject: PO1077576A CINTAS

Hi Brenda,

I have not received the certificate of destruction for the service on 7/22/14. Please let me know if the dept. had the pick up service on that day.

Thank you