

FOLSOM LAKE COLLEGE

100 SCHOLAR WAY • FOLSOM, CA 95630
TELEPHONE (916) 608-6549

CHECK NO. **FL- 00904**

VENDOR NO. **0000003279**

DATE **Sept 29, 2014**

LOCATION **09**

TO **CIWEA**
PO BOX 1466
BREA CA 92822-1466

REQUISITIONED BY
REQ 808203 Plews/Harrell

GENFD	5300	12	FL.VI.VTEA	49320	00000	2015	316C	200⁰⁰
BUS UNIT	ACCOUNT	FUND	DEPARTMENT (ORG)	PROGRAM	CLASS	BY	PROJECT/GRANT	AMOUNT

BUS UNIT	ACCOUNT	FUND	DEPARTMENT (ORG)	PROGRAM	CLASS	BY	PROJECT/GRANT	AMOUNT

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EST. TOTAL AMOUNT
1	EA	Multiple Institutional Membership for CIWEA July 1 2014 - June 30, 2015 Members: Julie Collier Kellie Funderburg Olga Prizhbilov For Folsom Lake College Work Experience Program	200⁰⁰	200⁰⁰
		RECEIVED BY: _____		
		DATE: _____		

FOLSOM LAKE COLLEGE REVOLVING FUND ACCOUNT 100 Scholar Way • Folsom, CA 95630 Folsom Lake College will pay to the order of: CIWEA	BANK OF AMERICA GOVERNMENT BANKING	CHECK No. FL-00904 DATE: Sept 29, 2014	11-35 1210
TWO HUNDRED AND 00/100	DOLLARS	\$ 200⁰⁰	(NOT TO EXCEED \$250.00) *THIS CHECK VOID 60 DAYS FROM DATE DRAWN
_____ <i>Kathleen Fuklin</i>			
@000904@ : 1210003581: 14993 11042@			

Los Rios Community College District

Requisition

Page 1 of 1

Req. No. 808203
P.O. NO.

Vendor Code	DATE <u>9/17/14</u>
Approved by / Date	VENDOR <u>CT WEA/Membership Questions?</u>
Reviewed by / Date	ADDRESS <u>PO Box 1466</u>
Dispatched Method / Date	CITY <u>Brea</u> STATE <u>CA</u> ZIP <u>92822-1466</u>
	PHONE _____ FAX <u>714-459-7274</u>

DELIVERY INSTRUCTIONS	
<u>N/A</u>	
Location Code	
College/District Location <u>FLC</u>	Department <u>CTE</u>
Division <u>AR05</u>	Date Required <u>9/30/14</u>

ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
*Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION.					
1	FLC Institutional Membership				
2	for California Internship &				
3	Work Experience Association				200.00
4	Faculty Coordinator - Julie Collier			75.	
5	Internship Developer - Kellie Funderburg			75.	
6	WKEXP - Olga Prizhbilov				
7					
8					
9					
10					
11					
12					
13					

Pre-Pay
REVL FL00904 9/28/14.

Purchases Charged to Categorical Programs, Grants or Special Projects			Sales Tax
This purchase is in compliance with the requirements of _____	Program Name <u>VTEA</u>		
Program Director/Coordinator Signature <u>[Signature]</u>	Project/Grant Number <u>316C</u>	Total <u>150.00</u>	
Program Goal/Objective Number/Explanation			<u>200.00</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.

REQUESTED BY: Jeanne Pews TYPED/PRINT DATE 9/19/14

REQUESTED BY: Jeanne Pews SIGNATURE DATE 9/19/14

AUTHORIZED: [Signature] DEAN OR AUTHORIZED SIGNATURE DATE 9/23/14

APPROVED: [Signature] VICE PRESIDENT, ADMINISTRATION DATE 9/29/14

GENFD 5300 112 / FL.VI.VTEA

Bus. Unit	Account	* Fund	Org	Amount
<u>49320</u>	<u>0000</u>	<u>2015</u>	<u>316C</u>	<u>200.00</u>
Program	Sub-Class	BY	Proj/Grnt	Amount
/	/	/	/	

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

Location Code _____ Dept. _____

Building _____ Room No. _____

Instructions on Reverse



2014-2015 CIWEA MEMBERSHIP APPLICATION FORM

Membership Year: July 1, 2014 – June 30, 2015

Membership Agreement

Check one:

- Single Membership @ \$75.00
1 person (list to the right)
- Multiple Memberships @ \$200.00
Up to 3 persons (list to the right)

Note: \$45.00 for each additional member over 3
(complete an additional form to accommodate
additional names & information)

Check one:

- 2-Year Community College
- 4-Year Public College/University
- 4-Year Private College/University
- Employer
- Other

By payment of annual membership fees, the
individuals noted herein agree to receive and
send information electronically, including but not
limited to, meeting notices, ballots, and other
information regarding the California Internship &
Work Experience Association, via
internet/email.

Member 1: Check one: Renewing New

Name: Julie Collier
Title: Faculty Coordinator, Work Experience and Internship Program
Office/Dept: Building FL2-133
College/Company: Folsom Lake College
Address: 10 College Parkway
City: Folsom State: CA Zip: 95630
Phone: (916) 608-6552 Email: CollieJ@flc.losrios.edu

Member 2: Check one: Renewing New

Name: Kellie Funderburg
Title: Internship Developer
Office/Dept: Bldg. FL2-144, Work Experience & Internship
College/Company: Folsom Lake College
Address: 10 College Parkway
City: Folsom State: CA Zip: 95630
Phone: (916) 608-6979 Email: Funderk@flc.losrios.edu

Member 3: Check one: Renewing New

Name: Olga Prizhbilov
Title: Student Personnel Assistant
Office/Dept: Work Experience + Internship
College/Company: Folsom Lake College
Address: 10 College Parkway
City: Folsom State: CA Zip: 95630
Phone: (916) 608-6979 Email: PrizhibO@flc.losrios.edu

Payment Method:

Check: (Make out to CIWEA)

Check #: _____ Date: _____

Credit Card: (Visa or Mastercard only)

Visa: _____ Mastercard: _____

Card#: _____ - _____ - _____ - _____

Expiration Date: ____/____ (Mo & Year)

Name on card:

Mail or fax completed Membership Application Form with credit card
information or mail with check made out to CIWEA:

MAIL: CIWEA FAX: 714-459-7274
Membership Questions?
P.O. Box 1466
Brea, CA 92822-1466

From: [Harman, Joany](#)
To: [Plews, Joanne](#)
Cc: [Haney, Brenda](#)
Subject: RE: CIWEA check# FL-00904
Date: Friday, November 07, 2014 4:07:33 PM
Attachments: [CIWEA Affidavit 11.7.14.doc](#)
[image001.png](#)
[image005.png](#)

Hi Jeanne,

The check was returned to us by the Post Office as undeliverable on 10/16/14. The address was correct. Brenda re-addressed the envelope spelling out the name of the payee instead of using the acronym. It was put in the outgoing mail on 10/16/14 and probably hit the post office the next day. It has not cleared the bank as of this afternoon.

In order to get the check reissued, the attached affidavit will need to get completed by the payee. Once received and it is again confirmed that the check has not cleared, a new check will be issued.
Thank you,



Joany Harman | Business Services Supervisor
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
p. 916.608.6622 | f. 916.608.6553 | harmanj@flc.losrios.edu | <http://flc.losrios.edu>

From: Plews, Joanne
Sent: Friday, November 07, 2014 3:09 PM
To: Harman, Joany; Haney, Brenda
Subject: CIWEA check# FL-00904

Joany/Brenda,

Check# FL-00904 for \$200.00 was mailed at the end of September and the vendor (CIWEA) is saying they have never received it. Can you please find out if the check has been cashed? If it hasn't been cashed, I need to know what we need to do to have a stop payment put on the check and have a new check issued. (Please see attached.)
Thank you,



Administrative Assistant to Dean of Instruction
Kinesiology, Health, Athletics and Workforce Development
Folsom Lake College
10 College Parkway
Folsom, CA 95630
(916) 608-6687
Fax (916) 608-6761