



**LIMITED PURCHASE ORDER**

(Not to Exceed \$200.00)

PROCESS SERVICES  
A 9:03  
JAN 15

VENDOR NAME AND ADDRESS:

Angie Williams  
5160 Connecticut Dr. #2  
Sacramento CA 95841

DELIVERY INSTRUCTIONS:  Deliver to Address Below  
(Check one)  Will Call

**Request for Employee Reimbursement**

ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	Breakfast items for student	12			Varies	<del>60.36</del>
2	Success team training					56.35
3	Jan. 9, 2015					
4						
5	Purchase from Cafe Santoro					
6						
7	<b>Copy of Meeting/Training Agenda</b>					
8	<b>and List of Attendees requested 01/21/15</b>					
9						
10						

**Purchases Charged to Categorical Programs, Grants or Special Projects**

This purchase is in compliance with the requirements of

Student Success / SSSP

Program Name

Melvin D...  
Program Director/Coord. Signature

For grants/special projects

597H  
Project/Grant Number

Student Success team

Program Goal/Objective Number/Explanation

SUB-TOTAL

56.35

SALES TAX

4.01

TOTAL

(Not to Exceed \$200.00)

60.36

**VENDOR:** Reference P.O. number on all invoices and packing slips. Total invoice may not exceed \$200.00 including tax and shipping costs. Mail invoices in duplicate to: Los Rios Community College District, Accounting Department, 1919 Spanos Court, Sacramento, CA 95825.

I/WE 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.

Angie Williams  
REQUESTED BY: TYPED/PRINT

1/13/15  
DATE

Received by

Date

5200

Genl ~~4500~~ / 12 / F.L.V. MATR  
Bus. Unit Account Fund Org

Angie Williams  
REQUESTED BY: SIGNATURE

1/13/15  
DATE

63210 / 00000 / 2015 / 597H \$ 60.36  
Program Sub-Class BY Proj/Grnt Amount

Melvin D...  
APPROVED: DEAN OR OTHER AUTHORIZED SIGNATURE

1/15/15  
DATE

Bus. Unit Account Fund Org

Matthew Keplew  
APPROVED: VICE PRESIDENT, ADMINISTRATION

1/21/15  
DATE

Program Sub-Class BY Proj/Grnt Amount

## 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.

CAFFE SANTORO

CAFFE SANTORO  
2531 Merrychase Dr  
Cameron Park, CA 95682  
(530)387-4432

**\*\*TO GO\*\***  
**Order #97**  
**TEACHERS**

1/9/2015 5:03:00 AM  
Check #17597 Cashier # 105

5	The Basic Plus	22.75
3	The Basic Plus	13.65
	Croissant	2.25
1	The Health Nut	4.75
	Croissant	0.75
1	Bagel Plus	1.45
	Extra Meat	0.75
	Add Pepperjack	0.50
1	Bagel Plus	1.45
	Extra Meat	0.75
	Extra Meat	0.75
	Add Pepperjack	0.50
1	The Basic Plus	4.55
	Croissant	0.75
	Add Avocado	0.75

Subtotal	56.35
Tax	4.01

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Total	60.36
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Paid	100.00
-CASH	
Change	39.64

--Check is Closed--  
--at 7:12:00 AM--

**From:** [Kirklin, Kathleen](#)  
**To:** [Harman, Joany](#); [Haney, Brenda](#)  
**Subject:** FW: District regulation - conflict of interest  
**Date:** Wednesday, January 21, 2015 10:33:38 AM  
**Attachments:** [image001.png](#)

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Below is the email I sent to Melanie regarding Santoro Café.

**Kathleen Kirklin** | Vice President, Administration  
Folsom Lake College | 10 College Parkway | Folsom, CA 95630  
**p.** 916.608.6733 | **f.** 916.608.6584 | [Kathleen.kirklin@flc.losrios.edu](mailto:Kathleen.kirklin@flc.losrios.edu)

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**From:** Kirklin, Kathleen  
**Sent:** Wednesday, January 21, 2015 10:33 AM  
**To:** Dixon, Melanie  
**Subject:** District regulation - conflict of interest

Hi Melanie,

It has come to my attention that Angie Williams used Santoro Café to purchase/supply breakfast items for the student success team training meeting on January 9. Under district regulation we cannot purchase from Santoro Café because Linda Santoro, LRCCD employee, owns the business and she receives financial benefit from that business. I have approved the reimbursement to Angie Williams since I don't believe she knew or didn't realize she couldn't use Santoro Café. Please make sure this doesn't happen again in the future. The college has Aramark and Raley's/Bel Air available if items like these are needed in the future.

Thank you.

Kathleen

**Kathleen Kirklin** | Vice President, Administration  
Folsom Lake College | 10 College Parkway | Folsom, CA 95630  
**p.** 916.608.6733 | **f.** 916.608.6584 | [Kathleen.kirklin@flc.losrios.edu](mailto:Kathleen.kirklin@flc.losrios.edu)

**From:** [Haney, Brenda](#)  
**To:** [Dixon, Melanie](#); [Adger, Valerie](#)  
**Cc:** [Carrillo, Kimberley](#)  
**Subject:** FOR YOUR ACTION \_LPO\_ F2582 \_WILLIAMS, ANGIE / ON HOLD BUDGET ERROR & ADD"L DOCS REQUIRED  
**Date:** Wednesday, January 21, 2015 3:26:42 PM  
**Attachments:** [FL2582 WILLIAMS, ANGIE SDEM FOOD.pdf](#)

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Valerie / Melanie –

For Your Action:

The following items are required for processing of attached LPO F2582:

- 1) Budget TRX Increase of \$61.00 into GENFD 5200 12 FL.VS.MATR 63210 00000 2015 597H - current funds of \$1112.00 are earmarked for Aramark catering 1/20-1/22/15
  - a. Account Code on LPO F2582 has been corrected to 5200.

Budget Year	Account String	Current Budget	Pre-Encumbrances	Encumbrances	YTD Expenses	Available Balance
2015	GENFD 5200 12 FL.VS.MATR 63210 00000 2015 597H	\$1,112.00	\$0.00	\$0.00	\$0.00	\$1,112.00

- 2) Provide Agenda and List of Attendees for the Student Success Team Training held on Jan 9, 2015 – for which the attached LPO expense was incurred.
  - a. Note: This documentation is Standard Requirements for all 5200 expenditures where employee reimbursement is requested.

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)

# Student Success Support Team Training Agenda

Location: PLE/Student Services/Peer to Peer  
Date: January 9, 2015  
Time: 8:30am- 4:00pm  
Facilitator: Angie Williams, Melanie Dixon, Valerie Adger, Christine Wurzer et al

## Agenda items

8:30-10:00	<i>Breakfast / Welcome- Angie</i> <i>Ice breaker / Vision / Team Building - Melanie</i>	PLE Backroom
10:00-12:00	Hands on Training-Steps to Success - Valerie & Christine	PLE
12:00-1:00	Lunch (potluck)	Student Service Workroom
1:00-2:00	Campus Tour w/ In-Depth look at Student Services (i.e.: Academic Support Areas)-Johnny	Campus
2:00-4:00	Role Play - Line Management/Customer Service - Lab Staff/Valerie Hands on Training-Lab Work(In lab/hands on training) - Angie	Campus PLE

## Attendees:

Angie Williams  
Melanie Dixon  
Valerie Adger  
Christine Wurzer  
Matt Payne  
Cody Mitchell  
Johnny Huynh  
Sherena Anderson  
WaYang Chiu  
Diana Gavrilchik  
Virgil Woods

**LOS RIOS COMMUNITY COLLEGE DISTRICT  
BUDGET ENTRY - UPLOAD**

Location		Budget Period	Business Unit	Reference #	Description		Prepared by:	Kim Carrillo
ARC	EDC	2015	GENFD	FL			Date:	1/22/2015
CRC	EMC	DS/DO	OTHER				Approved by:	Joany Harman

PR	Business Unit	Ledger Group	Account	Fund	Dept	Program	Class	Budget Period	Project	FTE	USD	Amount	FTE Amount	Line Description (30 Characters)
L	GENFD	PROJ_GRT	5200	12	FL.VS.MATR	63210	00000	2015	597H	USD	597H		61	LPO F2582 A. Williams reim.
L	GENFD	PROJ_GRT	5200	12	FL.VS.MATR	63200	00000	2015	597H	USD			-61	
L		PROJ_GRT					00000	2015		USD				
L		PROJ_GRT					00000	2015		USD				
L		PROJ_GRT					00000	2015		USD				
L		PROJ_GRT					00000	2015		USD				
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INSERT ADDITIONAL ROWS ABOVE THIS LINE

JR #: \_\_\_\_\_ JR Date: \_\_\_\_\_  
 Input Date: \_\_\_\_\_ By: \_\_\_\_\_