

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 0001083270

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date	Revision	Page
09/10/2015		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1007262 RUSSOR GALLARZOC	04ADMN PRES	

Vendor: 0000007912
 VERIZON WIRELESS
 PO BOX 660108
 DALLAS TX 75266-0108

Ship To: FOLSOM LAKE COLLEGE
 RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630
 United States

email:

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	SERVICE AGREEMENT TO PROVIDE CELL PHONE SERVICE FOR FLC INNOVATION CENTER AS NOTED BELOW APPROX \$119.98 PER MO	1.00	LOT	1,440.00	1,440.00	05/01/2016

ACCT# 2721202898-0012
 FOR SERVICE FROM 07/01/15 THRU 06/30/16

LOCAL STATE PLAN OF CA PLAN 400 PLUS UNLTD EMAIL & DATA @ \$59.95 PER MO PER LINE
 916-206-8765 ZACK DOWELL
 916 206-2858 ZACK DOWELL

Sub Total Amount	1,440.00
Sales Tax Amount	0.00
Total PO Amount	1,440.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5500	11	FL.VI.INNO	07020	00000	041A	1,440.00	2016

0001007262KIRKLINK04-SEP-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.

ENTERED
 108

Authorized Signature

[Handwritten Signature] 9/14/15

Notice to vendor: You are responsible for delivering goods and delivery documents to the Receiving Department at the site. Failure to do so will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of goods by other parties and failure to obtain authorized signatures may also delay payment. NOTE: PAYMENT TERMS NET 30
 MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

LOS RIOS COMMUNITY COLLEGE DISTRICT

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

PURCHASE ORDER TERMS AND CONDITIONS

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

Requisition

Vendor: VERIZON WIRELESS
 PO BOX 660108
 DALLAS TX 75266-0108
 United States

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


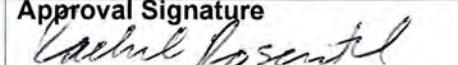
Business Unit: GENFD		OPEN
Req ID: 0001007262	Date 08/27/2015	Page 1
Requester Renee Russo		Bldg# PRES
Requester Signature		
Buyer: Christina Gallarzo		
Approved:		

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	VERIZON WIRELESS	1	CHG	1,439.76	1,439.76	08/31/2015

2721202898-0012
 TWO PHONE LINES 916-206-8765 AND 916 206-2858
 CONTRACT FROM AUGUST 2015 THRU JULY 2016
 59.95/MONTH 2 PHONES

Total Requisition Amount: 1,439.76

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>
GENFD	5500	11	FL.VI.INNO	07020	00000	041A	1,439.76

Approval Signature 	Approval Signature 	Approval Signature
---	--	---------------------------

PO BOX 4005
ACWORTH, GA 30101-9006

Manage Your Account	Account Number	Date Due
www.vzw.com/mybusinessaccount	271202898-00012	07/01/15
	Invoice Number	9746817994

KEYLINE
/9582539054/

LOS RIOS COMMUNITY COLLEGE
ACCTS PAYABLE 1062923
1919 SPANOS CT
LOS RIOS COMMUNITY CD
SACRAMENTO, CA 95825-3905

Quick Bill Summary

May 07 - Jun 06

Previous Balance (see back for details)	\$226.64
Payments – Thank You	-\$226.64
Balance Forward	\$.00
Monthly Charges	\$107.46
Usage and Purchase Charges	
Messaging	\$.18
Data	\$.00
Verizon Wireless' Surcharges and Other Charges & Credits	\$2.96
Taxes, Governmental Surcharges & Fees	\$2.16
Total Current Charges	\$112.76

Total Charges Due by July 01, 2015

\$112.76

Pay from Wireless	Pay on the Web	Questions:
#PMT (#/68)	At vzw.com/mybusinessaccount	1.800.922.0204 or *611 from your wireless

VB

LOS RIOS COMMUNITY COLLEGE
ACCTS PAYABLE 1062923
1919 SPANOS CT
LOS RIOS COMMUNITY CD
SACRAMENTO, CA 95825-3905

Bill Date June 06, 2015
Account Number 271202898-00012
Invoice Number 9746817994

Total Amount Due by July 01, 2015

Make check payable to Verizon Wireless.
Please return this remit slip with payment.

\$112.76

\$.

PO BOX 660108
DALLAS, TX 75266-0108
/7526601085/



Check here and fill out the back of this slip if your billing address has changed or you are adding or changing your email address.

97468179940102712028980001200000011276000000112762

Get Minutes Used	Get Data Used	Get Balance
#MIN + SEND	#DATA + SEND	#BAL + SEND

Explanation of Charges

Verizon Wireless' Surcharges

Verizon Wireless' Surcharges include (i) a Regulatory Charge (which helps defray various government charges we pay including government number administration and license fees); (ii) a Federal Universal Service Charge (and, if applicable, a State Universal Service Charge) to recover charges imposed on us by the government to support universal service; and (iii) an Administrative Charge, which helps defray certain expenses we incur, including: charges we, or our agents, pay local telephone companies for delivering calls from our customers to their customers; fees and assessments on our network facilities and services; property taxes; and the costs we incur responding to regulatory obligations. Please note that these are Verizon Wireless charges, not taxes. These charges, and what's included, are subject to change from time to time.

Taxes, Governmental Surcharges and Fees

Includes sales, excise and other taxes and governmental surcharges and fees that we are required by law to bill customers. These taxes, surcharges and fees may change from time to time without notice.

Late Fee Information

A late payment applies for unpaid balances. The charge is the greater of \$5 or 1.5% per month, or as permitted by law.

Verizon Wireless' Other Charges and Credits

Includes charges for products and services, and credits owing.

Payments

Previous Balance	\$226.64
Payments – Thank You	
Payment Received 05/11/15	-112.62
Payment Received 06/05/15	-114.02
Total Payments	-\$226.64
Balance Forward	\$0.00

Correspondence Address: Verizon Wireless Attn: Correspondence Team PO Box 5029 Wallingford, CT 06492

Automatic Payment Enrollment for Account: 271202898-00012 LOS RIOS COMMUNITY COLLEGE

By signing below, you authorize Verizon Wireless to electronically debit your bank account each month for the total balance due on your account. The check you send will be used to setup Automatic Payment. You will be notified each month of the date and amount of the debit 10 days in advance of the payment. I understand and accept these terms. This agreement does not alter the terms of your existing Customer Agreement. I agree that Verizon Wireless is not liable for erroneous bill statements or incorrect debits to my account. To withdraw your authorization you must call Verizon Wireless. Check with your bank for any charges.

1. Check this box.
2. Sign name in box below, as shown on the bill and date.
3. Return this slip with your payment. Do not send a voided check.




Changing your billing address for Account: 271202898-00012 LOS RIOS COMMUNITY COLLEGE

Use this space or sign in to My Verizon at vzw.com/changeaddress to change the mailing address where we send your bill. If we do not have your most recent email address, provide it below and we'll use it to tell you important information about your Verizon Wireless service. Allow 2 billing cycles for the address change to take effect.

New Address _____
 City _____
 State/Zip _____
 Work Phone _____ Home Phone _____
 Email _____

Confirming or changing your service address

For each of your mobile numbers, in order to bill taxes and surcharges correctly we need a service address - which is a street address (not a PO Box) that is the home or primary business address of the person who uses that number. To confirm or change the service address for any of your mobile numbers, sign in to My Verizon at vzw.com/serviceaddress.

Invoice Number Account Number Date Due Page
 9746817994 271202898-00012 07/01/15 3 of 6

Overview of Lines

Lines Charges	Page Number	Monthly Charges	Usage and Purchase Charges	Equipment Charges	VZW Surcharges and Other Charges and Credits	Taxes, Governmental Surcharges and Fees	Third-Party Charges (includes Tax)	Total Charges	Voice Plan Usage	Messaging Usage	Data Usage	Voice Roaming	Messaging Roaming	Data Roaming
916-206-3907 Zack Dowell	4	\$54.48	---	---	\$1.48	\$1.08	---	\$57.04	---	---	117,602KB	---	---	---
916-206-8765 Zack Dowell	5	\$52.98	\$0.18	---	\$1.48	\$1.08	---	\$55.72	---	5	479,715KB	---	---	---
Total Current Charges		\$107.46	\$0.18	\$0.00	\$2.96	\$2.16	\$0.00	\$112.76						

Summary for Zack Dowell: 916-206-3907

Your Plan

Local State of CA 400
 \$29.49 monthly charge
 400 monthly allowance minutes
 \$.35 per minute after allowance

Email & Data Unlimited
 \$24.99 monthly charge
 Unlimited monthly kilobyte

Unlimited Night & Weekend Mins

Unlimited M2M California
 Unlimited monthly Mobile to Mobile

Have more questions about your charges?
 Get details for usage charges at
www.vzw.com/mybusinessaccount.

Monthly Charges

Local State of CA 400	06/07 - 07/06	29.49
Email & Data Unlimited	06/07 - 07/06	24.99
		\$54.48

Usage and Purchase Charges

Data	Allowance	Used	Billable	Cost
Kilobyte Usage	kilobytes unlimited	117,602	--	--
Total Data				\$.00
Total Usage and Purchase Charges				\$0.00

Verizon Wireless' Surcharges

Fed Universal Service Charge	1.26
Regulatory Charge	.18
CA State PUC Fee	.04
	\$1.48

Taxes, Governmental Surcharges and Fees

CA Teleconnect Fund Surchg	.24
CA State High Cost Fund (A)	.08
Lifeline Surcharge - CA	.54
CA Advanced Svcs Fund (CASF)	.11
CA Relay Svcs/Comm Device Fund	.11
	\$1.08

Total Current Charges for 916-206-3907 **\$57.04**

Summary for Zack Dowell: 916-206-8765

Your Plan

Local State of CA 400
 \$29.49 monthly charge
 400 monthly allowance minutes
 \$.35 per minute after allowance

Email & Data Unlimited
 \$23.49 monthly charge
 Unlimited monthly kilobyte

Unlimited Night & Weekend Mins

Unlimited M2M California
 Unlimited monthly Mobile to Mobile

Have more questions about your charges?
 Get details for usage charges at
www.vzw.com/mybusinessaccount.

Monthly Charges

Local State of CA 400	06/07 - 07/06	29.49
Email & Data Unlimited	06/07 - 07/06	23.49
		\$52.98

Usage and Purchase Charges

Messaging	Allowance	Used	Billable	Cost
Text - Sent	messages ---	1	1	.10
Text - Rcv'd	messages ---	4	4	.08
Total Messaging				\$.18

Data

Unbilled Usage from Previous Months

(Data usage is applied against any remaining allowance for the month in which the usage occurred.)

Kilobyte Usage	kilobytes	3203	---	---
----------------	-----------	------	-----	-----

Current Data Usage

Kilobyte Usage	kilobytes	unlimited	479,715	---	---
----------------	-----------	-----------	---------	-----	-----

Total Data \$.00

Total Usage and Purchase Charges \$1.18

Verizon Wireless' Surcharges

Fed Universal Service Charge	1.26
Regulatory Charge	.18
CA State PUC Fee	.04
\$1.48	

Taxes, Governmental Surcharges and Fees

CA Teleconnect Fund Surchg	.24
CA State High Cost Fund (A)	.08
Lifeline Surcharge - CA	.54
CA Advanced Srvc Fund (CASF)	.11
CA Relay Srvc/Comm Device Fund	.11
\$1.08	

Total Current Charges for 916-206-8765 \$55.72

Account Transaction History

Budget Year	Account String	Current Budget	Pre-Encumbrance	Encumbrances	YTD Expenses	Available Balance
2016	GENFD 5500 11 FL.VI.INNO 07020 00000 2016 041A	\$1,440.00	\$0.00	\$0.00	\$0.00	\$1,440.00

PO ID	VENDOR	DESCRIPTION	Jrnl ID	Vchr ID	Campus ID	INVOICE	POSTED	PMT STATUS	APPROP	ENC	EXPS
0	0	CELL PHONE SERVICES /IC	0002040923	0	FL10816	0	08/19/15		\$1,440.00	\$0.00	\$0.00

[[First](#) [Prev](#) Page 1 of 1 [Next](#) [Last](#)] [[Show All Records](#)]

[[New Account Query](#)] [[Main Page](#)]

Data Last Updated: 8/27/2015 6:19:31 AM

Russo, Renee

From: Anderson, Jae
Sent: Wednesday, August 19, 2015 10:26 AM
To: Harman, Joany
Cc: Russo, Renee; Senecal, Molly; Haney, Brenda
Subject: Copy of DO-Budget Entry Form - Transfer Reserve to Innovation.xlsx
Attachments: Copy of DO-Budget Entry Form - Transfer Reserve to Innovation.xlsx

Joany

Please transfer as attached.

All else, my sincere apologies for the delay.

Jae

**LOS RIOS COMMUNITY COLLEGE DISTRICT
BUDGET ENTRY**

Location		Budget Period	Business Unit	Header Information		Reference #	Description					
ARC	FLC	2014	GENFD	Ledger Group	PROJ_GRT	FL						
CRC	DS/DO											
EDC	SCC											
EWC	OTHER											
Line #	PR	Business Unit	Account	Fund	Dept	Program	Class	Budget Period	Project	Debit (+)	Credit (-)	Line Description (30 Characters)
1		GENFD	5890	11	FL.VI.OFFC	99000	00000	2016	041A		1,440	Reserve
2		GENFD	5500	11	FL.VI.AR01	07020	00000	2016	041A	1,440		CELL PHONE SERVICES /IC
3												
4												
5												
6												
7												
8												
9												
10												

Hand per [unclear]

DO NOT INSERT ADDITIONAL ROWS ABOVE THIS LINE. USE BUDGET ENTRY - UPLOAD TEMPLATE IF MORE THAN 10 LINES.

1,440 1,440

Ck Total should be zero

Fiscal Services Use Only

Journal #: _____ Journal Date: _____

Input Date: _____ By: _____

Prepared By: **Jae Anderson** Date: **08/19/15**

Appropriate Administrative Approval _____ Date _____

1007262