

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO 0001084364

PURCHASING: (916) 568-3071 • FAX: (916) 568-3145  
 ACCOUNTING OPS: (916) 568-3065 • FAX: (916) 286-3636

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date	Revision	Page
11/16/2015		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
815970 PLEWS J ROUILLES	04GYM	

**Supplier:** 0000036948  
 RUTZ PATRICK  
 108 N FALLS DRIVE  
 FOLSOM CA 95630

**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	REIMBURSEMENT FOR FLC SATA JR TOURNAMENT ON OCTOBER 10th-11th, 2015 (SPORTS CAMP M&W TENNIS SUPPLIES AND AWARDS)	1.00 LOT	378.28	378.28	11/26/2015


Sub Total Amount	378.28
Sales Tax Amount	0.00
Total PO Amount	378.28

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4500	11	FL.VI.CAMP	68209	00000	061S	325.97	2016
GENFD	5200	11	FL.VI.CAMP	68209	00000	061S	52.31	2016

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  
  
 11/17/15

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.



# Los Rios Community College District

## Requisition

Page 1 of 1

Req. No. **815970**

P.O. No.

Vendor Code
Approved by / Date
Reviewed by / Date
Dispatched Method / Date

DATE 11/5/15 VENDOR Patrick Rutz  
 ADDRESS 108 N. Falls Dr.  
 CITY Folsom STATE CA ZIP 95630  
 E-MAIL Rutzp@flc.losrios.edu  
 PHONE 916 862-3992 FAX \_\_\_\_\_

DELIVERY INSTRUCTIONS	
<u>04GYM</u>	
Building Name	
<u>FLC</u>	<u>KHA</u>
College/District Location	Department
<u>AR05</u>	<u>11-13-15</u>
Division	Date Required

ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, ITEM NUMBER, COLOR & SIZE	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	Reimbursement for FLC SATA				
2	Jr. Tournament Oct. 10-11, 2015				
3	(Sports Camp M&W Tennis)				
4	Supplies & Awards				
5	Safeway 10-6-15				24.50
6	Costco 10-13-15 <span style="float: right;">(5200)</span>				126.33
7	Grocery Outlet 10-2-15				17.85
8	Grocery Outlet 10-8-15				9.96
9	Champion Awards 10-9-15 <span style="float: right;">(5200)</span>				199.44
10					
11					
12					
13					

<b>Purchases Charged to Categorical Programs, Grants or Special Projects</b>			Tax
This purchase is in compliance with the requirements of _____			
Program Name _____			
For grants/special projects _____			
Program Director/Coordinator Signature _____	Project/Grant Number _____	<b>Total</b>	<u>\$378.28</u>
Program Goal/Objective Number/Explanation _____			

I hereby certify the items/services listed above are to 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.

* Asset Location - For equipment purchases over \$200 (Accounts 6480, 6490, 6491, 6493, 6495, and computers) complete the area below indicating the final location where equipment will be housed.			
Location Code	Dept. _____		
Building	Room No. _____		

REQUESTED BY: Jeanne Pleus 11/5/15  
 REQUESTED BY: Jeanne Pleus 11/5/15  
 AUTHORIZED: Kim Harrell 11/5/15  
 APPROVED: Kathleen Fuchler 11/12/15

Bus. Unit	Account	*Fund	Org	Amount
<u>GENFD 4500</u>	<u>11</u>	<u>FL VI. CAMP</u>		<u>325.97</u>
<u>68209</u>	<u>00000</u>	<u>2016</u>	<u>0615</u>	<u>\$ 378.28</u>
Program	Sub-Class	BY	Proj/Grnt	Amount
<u>GENFD 5200</u>	<u>11</u>	<u>FL VI. CAMP</u>		<u>52.31</u>
<u>68209</u>	<u>00000</u>	<u>2016</u>	<u>0615</u>	<u>\$ 52.31</u>
Program	Sub-Class	BY	Proj/Grnt	Amount

**Instructions on Reverse**

GS #127 02/14  
 District Office: White

College Requesting: Yellow

Requestor: Pink

Area Dean: Goldenrod

200 11/12/15



# GROCERY OUTLET bargain market®

FOR A CHANCE TO WIN A  
★ \$250 GIFT CARD ★  
JUST TAKE OUR SURVEY!

(PLEASE ALLOW 72 HOURS AFTER PURCHASE  
BEFORE TAKING SURVEY)

FROM YOUR COMPUTER OR  
SMARTPHONE GO TO  
WWW.GO-OPINION.COM  
SURVEY ACCESS CODE:

387 4972 383 2248

18 @ 3/1.00		
POWERADE BRRY BLST	6.00	F
18 @ .05		
CRV	.90	F
CHWY CC GRAN BARS	2.99	F
GRAN BAR MAPLE	1.99	F
GRAN BAR MAPLE	1.99	F
GRANOLA BAR ALMOND	1.99	F
GRANOLA BAR ALMOND	1.99	F
**** SUBTOTAL	17.85	
**** TAX	.00	
**** TOTAL	17.85	

VF Visa/Mastercard 17.85

\*\*\*\*\*  
Grocery Outlet

Visa/Mastercard PAYMENT  
AMERICAN EXPRESS

\$ 17.85 XXXXXXXXXXX1003

SEQ # 006328  
REF # 584258

10/02/15 17:21 0165 02 0161 116

\*\*\*\*\*

10/02/15 17:21 0165 02 0161 116

BY SHOPPING US YOU SAVED 33.62

# GROCERY OUTLET bargain market®

FOR A CHANCE TO WIN A  
★ \$250 GIFT CARD ★  
JUST TAKE OUR SURVEY!

(PLEASE ALLOW 72 HOURS AFTER PURCHASE  
BEFORE TAKING SURVEY)

FROM YOUR COMPUTER OR  
SMARTPHONE GO TO  
WWW.GO-OPINION.COM  
SURVEY ACCESS CODE:

387 4032 201 2253

CHWY CC GRAN BARS	2.99	F
NUTRI GRAIN APPLE	1.99	F
GRANOLA BAR ALMOND	1.99	F
CHWY CC GRAN BARS	2.99	F
**** SUBTOTAL	9.96	
**** TAX	.00	
**** TOTAL	9.96	

VF Visa/Mastercard 9.96

\*\*\*\*\*  
Grocery Outlet

Visa/Mastercard PAYMENT  
AMERICAN EXPRESS

\$ 9.96 XXXXXXXXXXX1003

SEQ # 007245  
REF # 544867

10/08/15 14:05 0165 03 0089 116

\*\*\*\*\*

10/08/15 14:05 0165 03 0089 116

BY SHOPPING US YOU SAVED 11.70



STORE MGR STEVE MONTOYA 916-783-2225  
THANK YOU FOR SHOPPING WITH US!

GROCERY

5 QTY GTRADE FIERCE GRPE . 22.50 F  
CRV SFTDK 8 PK NTX 2.00 F  
ResPrice 39.95  
Card Savings 17.45-  
\*\*\* TAX .00 BAL 24.50  
VF AX XXXXXXXXXXXX1003 24.50  
CHANGE .00  
10/06/15 19:54 1617 06 0434 7890

YOUR CASHIER TODAY WAS JON

SUSAN RUTZ 8711

Your Savings

Card Savings 17.45  
Total 17.45  
Total Savings Value 42%

\*\*\*\*\*

HOW WAS YOUR SHOPPING EXPERIENCE?  
Go to [www.safewaysurvey.net](http://www.safewaysurvey.net)  
ENTER TO WIN A \$100 GIFT CARD

\*\*\*\*\*

GAS POINTS EARNED TODAY

Base Points 22  
TOTAL 22

Points Towards Next Reward 53 of 100  
GAS REWARDS AVAILABLE 4

Now hiring for all positions.  
Please see Customer Service or  
call store for details.

LET US HEAR FROM YOU!  
1-877-723-3929 or visit [SAFeway.COM](http://SAFeway.COM)

SAFeway STORE #1617  
8640 SIERRA COLLEGE BLVD.  
ROSEVILLE, CA 95661  
916-783-2225

EFT CREDIT  
CHRD # XXXX  
RF: 1510061



Folsom #765  
1800 Cavitt Court  
Folsom, CA 95630  
(916) 850-1000

6Q Member 111807689714

672381 TENNIS BALLS 38.99 A  
672381 TENNIS BALLS 38.99 A  
672381 TENNIS BALLS 38.99 A  
SUBTOTAL 116.97  
TAX 9.36

\*\*\* TOTAL 126.33

XXXXXXXXXX1011 SWIPED  
Seq#: 4584 App#: 542282  
American Express Resp: APPROVED  
Tran ID#: 528600004584....  
Merchant ID: 99076511

APPROVED - Purchase  
AMOUNT: \$126.33  
10/13/2015 13:03 765 4 61 154

American Express 126.33  
CHANGE 0.00

A 8.0% TAX 9.36  
TOTAL TAX 9.36  
TOTAL NUMBER OF ITEMS SOLD = 3  
10/13/2015 13:03 765 4 61 154

Executive members earn a 2% reward  
annually up to \$750.00, or  
approximately \$2.31 on this  
purchase. They also get added benefit  
& larger discounts on Costco Services  
like Travel. See Membership for  
exclusions and details.

OP#: 154 Name: Mike B.

Thank You!  
Please Come Again  
Whse:765 Trm:4 Trn:61 OP:154



**Plews, Jeanne**

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**From:** Rutz, Patrick  
**Sent:** Thursday, November 05, 2015 3:49 PM  
**To:** Plews, Jeanne  
**Subject:** RE: Costco Receipt 10/13/15

I used balls that we had for the team practices at the tournament not knowing how many to buy prior. The purchased balls were to replace the ones we used for the tournament.

Happy Connecting. Sent from my Sprint Samsung Galaxy S@ 5

----- Original message -----

**From:** "Plews, Jeanne" <PlewsJ@flc.losrios.edu>  
**Date:** 11/05/2015 3:17 PM (GMT-08:00)  
**To:** "Rutz, Patrick" <RutzP@flc.losrios.edu>  
**Subject:** Costco Receipt 10/13/15

Hi Patrick,  
I submitted the requisition to reimburse you for the SATA tournament expenses, and it got returned to me. I have to submit it on another form. Thus, it will take longer for you to get your money.- I apologize.  
I noticed that the Costco receipt is dated 10/13/15 and the tournament was on Oct. 10<sup>th</sup> and 11<sup>th</sup>. It was for the purchase of tennis balls. I need an email from you explaining why you purchased the tennis balls after the tournament concluded. Please reply to this email to explain. I will attach your explanation to the requisition.  
Thank you,

*Jeanne Plews*

Administrative Assistant to Dean of Instruction  
Kinesiology, Health, Athletics and Workforce Development  
Folsom Lake College  
10 College Parkway  
Folsom, CA 95630



12175 Folsom Blvd. Ste. D  
 Rancho Cordova, CA 95742  
 916-985-0434  
 www.championawards.com

# Invoice

Date	Invoice #
10/9/2015	39656

**PAID**  
**10/09/2015**

Bill To

Folsom Lake College  
 Attn: Patrick

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
verbal	Due on rece...	H	10/9/2015	Pickup		

Quantity	Item Code	Description	Price Each	Amount
8	1300	Winner Trophies	10.50	84.00T
8	1300	Runner Up Trophies	8.50	68.00T
8	0900	Medals	4.00	32.00T
		Sales Tax in Rancho Cordova	8.50%	15.64
			<b>Subtotal</b>	\$184.00

<b>Total</b>	\$199.64
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# CHAMPION AWARDS Inc.

12175 Folsom Blvd, Ste. D  
Rancho Cordova, CA 95742  
916-985-0434

[www.championawards.com](http://www.championawards.com)

# Invoice

Date	Invoice #
10/9/2015	39656

Bill To
Folsom Lake College Attn: Patrick

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
verbal	Due on rece...	H	10/9/2015	Pickup		

Quantity	Item Code	Description	Price Each	Amount
8	1300	Winner Trophies	10.50	84.00T
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			<b>Subtotal</b>	\$184.00

			<b>Total</b>	\$199.64
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