



**LIMITED PURCHASE ORDER**  
(Not to Exceed \$200.00)

<b>VENDOR NAME AND ADDRESS:</b> Sondra Lee 103 Baldwin Lake Circle Folsom, CA 95630	<b>DELIVERY INSTRUCTIONS:</b> <input checked="" type="checkbox"/> Deliver to Address Below (Check one) <input type="checkbox"/> Will Call  CA-107 President's Office
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ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	Michael's - decorations for					\$107.04
2	5/6/16 Recognition/Retirement					9.69
3	Celebration.					
4						
5	<del>Mileage to pick up decorations</del>	<del>26 miles</del>				<del>14.04</del>
6	<del>at Michael's and awards from</del>					
7	<del>Arnold's Awards</del>					
8						
9						
10						

<b>Purchases Charged to Categorical Programs, Grants or Special Projects</b> This purchased is in compliance with the requirements of:  Program Name _____ For grants/special projects _____ Program Director/Coord. Signature _____ Project/Grant Number _____ Program Goal/Objective Number/Explanation _____	SUB-TOTAL  SALES TAX  <b>TOTAL</b> (Not to Exceed \$200.00)  <del>\$130.77</del> <b>PAH 116.73</b>
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**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.  REQUESTED BY: <u>Sondra Lee</u> TYPED/PRINT DATE: <u>5/4/16</u>  REQUESTED BY: <u>Sondra Lee</u> SIGNATURE DATE: <u>5/4/16</u>  APPROVED: <u>Rachel Rosenthal</u> DEAN OR OTHER AUTHORIZED SIGNATURE DATE: <u>5/4/16</u> <u>FC College President</u>  APPROVED: _____ VICE PRESIDENT, ADMINISTRATION DATE: _____	Received by _____ Date _____  4500 <u>SCOFL</u> / <del>5500</del> / <u>13</u> / <u>FL, VA, OFFC</u> Bus. Unit Account Fund Org PAH 116.73  <u>67100</u> / <u>0000</u> / <u>2016</u> / <u>080A</u> <del>\$130.77</del> Program Sub-Class BY Proj/Grnt Amount  _____ / _____ / _____ / _____ Bus. Unit Account Fund Org  _____ / _____ / _____ / _____ Program Sub-Class BY Proj/Grnt Amount \$ _____
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# Michaels

Where Creativity Happens™

MICHAELS STORE #2046 (916)983-2633

2715 E BIDWELL

FOLSOM, CA

13 SALE 8035 2046 002 5/04/16 11:52

STEM DBL RFLD BA	886946147326	.99	1 @	.99	↓
STEM DBL RFLD BA	886946147326	.99	1 @	.99	↓
STEM DBL RFLD BA	886946147326	.99	1 @	.99	↓
STEM DBL RFLD BA	886946147326	.99	1 @	.99	↓
STEM DBL RFLD BA	886946147326	.99	1 @	.99	↓
STEM DBL RFLD BA	886946147326	.99	1 @	.99	↓
STEM DBL RFLD BA	886946147326	.99	1 @	.99	↓
STEM MINI DAISY N	886946866470	1.74	1 @	1.74	↓
STEM MINI DAISY N	886946866470	1.74	1 @	1.74	↓
STEM MINI DAISY N	886946866470	1.74	1 @	1.74	↓
STEM MINI DAISY N	886946866470	1.74	1 @	1.74	↓
STEM MINI DAISY N	886946866470	1.74	1 @	1.74	↓
STEM MINI DAISY N	886946866470	1.74	1 @	1.74	↓
STEM MINI DAISY N	886946866470	1.74	1 @	1.74	↓
STEM MINI DAISY P	886946866494	1.74	1 @	1.74	↓
STEM MINI DAISY P	886946866494	1.74	1 @	1.74	↓
STEM MINI DAISY P	886946866494	1.74	1 @	1.74	↓
STEM MINI DAISY P	886946866494	1.74	1 @	1.74	↓
STEM MINI DAISY P	886946866494	1.74	1 @	1.74	↓
STEM MINI DAISY P	886946866494	1.74	1 @	1.74	↓
STEM MINI DAISY P	886946866494	1.74	1 @	1.74	↓
MIRROR ROUND 10"	400100648643	3.99	1 @	3.99	
MIRROR ROUND 10"	400100648643	3.99	1 @	3.99	
MIRROR ROUND 10"	400100648643	3.99	1 @	3.99	
MIRROR ROUND 10"	400100648643	3.99	1 @	3.99	
MIRROR ROUND 10"	400100648643	3.99	1 @	3.99	
MIRROR ROUND 10"	400100648643	3.99	1 @	3.99	
MIRROR ROUND 10"	400100648643	3.99	1 @	3.99	
MIRROR ROUND 10"	400100648643	3.99	1 @	3.99	
CYLINDER 8.75	78917099516	3.99	1 @	3.99	
CYLINDER 8.75	78917099516	3.99	1 @	3.99	
CYLINDER 8.75	78917099516	3.99	1 @	3.99	
CYLINDER 8.75	78917099516	3.99	1 @	3.99	
CYLINDER 8.75	78917099516	3.99	1 @	3.99	
CYLINDER 8.75	78917099516	3.99	1 @	3.99	
CYLINDER 8.75	78917099516	3.99	1 @	3.99	
CYLINDER 8.75	78917099516	3.99	1 @	3.99	
MARBLES BAG DC MA	93432741122	2.99	1 @	2.99	
MARBLES BAG DC MA	93432741122	2.99	1 @	2.99	
MARBLES BAG DC MA	93432741122	2.99	1 @	2.99	
MARBLES BAG DC MA	93432741122	2.99	1 @	2.99	
SUBTOTAL		99.11			
Sales Tax 8%		7.93			
TOTAL		107.04			

ACCOUNT NUMBER \*\*\*\*\*8333

Visa 107.04  
 APPROVAL: 07797C CHIP ONLINE  
 Application Label: VISA CREDIT  
 AID: A000000031010  
 TVR: 0080008000

*Handwritten:*  
 E3157  
 Lee, Sondra

# Michaels

Where Creativity Happens™

MICHAELS STORE #2046 (916)983-2633

2715 E BIDWELL

FOLSOM, CA

\*\* Return Barcode \*\*

8-9941-4615-9655-2199-5111-5112-1891-7179



1220 SALE 2088 2046 001 5/04/16 15:03

MARBLES BAG DC MA	93432741122	2.99	1 @	2.99
MARBLES BAG DC MA	93432741122	2.99	1 @	2.99
MARBLES BAG DC MA	93432741122	2.99	1 @	2.99
SUBTOTAL		8.97		
Sales Tax 8%		.72		
TOTAL		9.69		

ACCOUNT NUMBER \*\*\*\*\*8333

Visa 9.69  
 APPROVAL: 00182C CHIP ONLINE  
 Application Label: VISA CREDIT  
 AID: A000000031010  
 TVR: 0080008000  
 TSI: E800

This receipt expires at 180 days on 11/05/16

8-9941-4615-9655-2199-5111-5112-1891-7179

0014-9994-0964-4305-3111-9592-1897-719



**From:** [Haney, Brenda](#)  
**To:** [Lee, Sondra](#)  
**Cc:** [Swanson, Mary](#)  
**Subject:** REQUEST FOR REIMBURSEMENT \_ MICHAEL'S SUPPLY & MILEAGE  
**Date:** Thursday, May 05, 2016 9:48:23 AM  
**Attachments:** [F3157\\_LEE, SONDRA.pdf](#)  
**Importance:** High

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Hi Sondra –

We have adjusted attached LPO F3157 reimbursement request – as supply and mileage expense cannot be combined as submitted:

**For Mileage reimbursement** – you will need to prepare a Travel Authorization Form and submit to Mary Swanson – Account Code for Mileage is 5201 .

**For Supply Reimbursement** - (Michael's) – Account Code is 4500.

- o Please Note: we will accept LPO form this time, and adjust account code to 4500.
- o In the future, please use CB/REQ form for all BANFL or SCOFL reimbursement requests (except travel – use Travel Authorization form).
- o LPOs are for GENFD use only.

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)