



LIMITED PURCHASE ORDER
(Not to Exceed \$200.00)

VENDOR NAME AND ADDRESS: <p style="font-size: 1.2em; color: blue;">Kathleen Kirklin</p>	DELIVERY INSTRUCTIONS: <input type="checkbox"/> Deliver to Address Below (Check one) <input type="checkbox"/> Will Call
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ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	Hiring Committee #0002155					
2	Director of Administrative Services					
3	May 10 & 11, 2016					
4						
5						
6						
7						
8						
9						
10						

Purchases Charged to Categorical Programs, Grants or Special Projects

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
TOTAL
 (Not to Exceed \$200.00)

104.21

~~91.98~~

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.

Received by				Date
GenFd 5200 11 / FL-VA.OFFC				
Bus. Unit	Account	Fund	Org	
6 0100	00000	2016	051A	\$ 91.98
Program	Sub-Class	BY	Proj/Grnt	Amount
				104.21
Bus. Unit	Account	Fund	Org	
				\$
Program	Sub-Class	BY	Proj/Grnt	Amount

REQUESTED BY: Kathleen Kirklin TYPED/PRINT DATE _____

REQUESTED BY: Kathleen Kirklin SIGNATURE DATE 5/13/16

APPROVED: Rachel Rosenthal DEAN OR OTHER AUTHORIZED SIGNATURE DATE 5/16/16

APPROVED: _____ VICE PRESIDENT, ADMINISTRATION DATE _____

Dir, Admin Srves
Hiring Committee

Panera Bread
Cafe 2210
Folsom, CA 95630
Phone: 916-984-4953

Accuracy Matters.
Your order should be correct every time.
If it's not, we'll fix it right away, and
give you a free treat for your trouble.
Just let any associate know.

5/10/2016 7:11:50 AM
Check Number: 367798 Cashier: Kawai
1 Apple Crunch Muffin 2.39
1 Apple Crunch Muffin 2.39
1 Pumpkin Muffin 2.39
1 Pumpkin Muffin 2.39
1 Blueberry Muffin 2.49
1 Blueberry Muffin 2.49
1 Mini Scone Variety 6.99
SubTotal 21.53
Tax 0.00
Total 21.53
Visa 21.53

Acct:XXXXXXXX1581
AuthCode:071147
Trans#:4661

Log in at PaneraBread.com.
You received a reward
Received 1 \$1 off a You Pick Two
You are 3 visits away from your next reward

MyPanera Member: xxxxxxxxxxx31486
MyPanera Offers Earned:
\$1 off a You Pick Two: 1 [Exp Date:
07/09/16]
Visits to Next Reward: 3

www.panerabread.com

TOGO POS
Your Order Number is: 398
Customer / Pager: Kathleen

Customer Copy

BEL AIR

Get Something Extra
at Raleys.com

TERM# 6 STORE# 524 OPERATOR# 675944
05/09/16 21:13:25
BEL AIR (800)925-9989

SOMETHING EXTRA ACCT. XXXXXXX9528

Grocery Items

DIET COKE 12PK	Q1	6.49	TF
+CRV 6PK-OV-8PK-UN	Q1	.60	tf
Points Ineligible Item			
LAYS KETTLE JALAPE	Q1	1.49	F
LAYS KETTLE JALAPE	Q1	1.49	F
NV GRANOLA BARS	Q1	4.29	F
NV GRANOLA BARS	Q1	4.29	F
Natural Food Items			
SILK-ALMOND-MILK	Q1	3.99	F
Regular Price		-4.99	
SUBTOTAL		22.64	
8% TAX CA		.57	
TOTAL		\$ 23.21	
DEBIT (POS)		23.21	
XXXXXXXXXXXX1581			
766643			
CASH			
CHANGE		.00	

NUMBER OF ITEMS 7

DEBIT CARD PAYMENT

05/09/16 21:14:17
M Acct XXXXXXXXXXX1581
Withdrawal from DEBIT (POS) 23.21
RESPONSE CODE 766643
RMOO Cash back .00
Ref #188956 Merch #06626561001

YOU SAVED A TOTAL OF .40
THAT IS A SAVINGS OF 1%
----- FSA Total \$0.00 -----
CONTINUED ON BACK SIDE

1922

Dir, Adm Svcs
Hiring Committee

Subject: Your Panera Order - 58996030
From: no-reply@panera.com (no-reply@panera.com)
To: kirklin@sbcglobal.net;
Date: Monday, May 9, 2016 8:52 PM



Thanks for your order!

Order number:
58996030

Time Ready:
12:00 PM

Please find your order on the Rapid Pick-up shelf in the cafe.

Please contact us at 855-3-PANERA (855-372-6372) if you need any assistance with your order.



[Check your MyPanera Dashboard to see your rewards and challenges](#)

Order Details

Order Type	Cafe Address
Take Out	380 Palladio Pkwy Folsom, CA 95630 916-984-4953
Date: 05/11/2016	
Time Ready: 12:00 PM	

Order Summary

Whole Napa Almond Chicken Salad Sandwich \$ 7.49

Prepared For with Chips

Whole Bacon Turkey Bravo Sandwich \$ 7.99

Prepared For with Chips

Whole Frontega Chicken Panini \$ 7.99

Prepared For with Chips

Whole Bacon Turkey Bravo Sandwich \$ 7.99

Prepared For with Chips

Whole Thai Chicken Salad \$ 8.99

Prepared For with French Baguette

Whole Bacon Turkey Bravo Sandwich \$ 7.99

Prepared For
with Chips

Small Mac & Cheese \$ 4.99

Prepared For
with French Baguette

Whole Thai Chicken Salad \$ 8.99

Prepared For
with French Baguette

Subtotal \$ 62.42

Tax \$ 1.04

Total \$ 63.46

Payment Information

Type	Amnt.	Exp. Date	Balance
MAST 0148	\$ 63.46	04/20	

MyPanera Rewards

MyPanera Number: 103281031486

Available Rewards: 0

No rewards, no worries. Just be sure to show your MyPanera card (or tell us your phone number) each time you visit to keep the surprises coming.

We bake our items fresh daily and will try our best to fulfill your order exactly as you specify. However, should an issue occur, we'll do our best to replace, substitute or work with you on arrival to adjust the order to your liking.

Your feedback is important to us. Let us know how we can help by contacting us [here](#).

Need to cancel your order? [Click here](#) to start the cancellation process. A one hour lead time is required.

From: [Haney, Brenda](#)
To: [Kirklin, Kathleen](#)
Subject: AOPS REQUEST FOR ADD'L DOCS_ FW: LPO F3158 to Kathleen Kirklin
Date: Thursday, May 19, 2016 11:14:46 AM
Attachments: [F3158_KIRKLIN, KATHLEEN_VPA.pdf](#)

Hi Kathleen –

Please see Barbara Wong's request below - for additional documentation for your reimbursement request LPO F3158

Thank you,

Brenda Haney

Business Services

Folsom Lake College | 10 College Parkway | Folsom, CA 95630

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Wong, Barbara
Sent: Thursday, May 19, 2016 10:55 AM
To: Haney, Brenda <haneyb@flc.losrios.edu>
Subject: LPO F3158 to Kathleen Kirklin

Hi Brenda,

LPO F3158 to Kathleen Kirklin for hiring committee on 5/10 and 5/11. Please provide schedule and hiring committee members. Thank you.

Barbara Wong

Accounting Operations Supervisor

Los Rios Community College District

1919 Spanos Court ♦ Sacramento CA 95825

Phone: (916) 568-3038

E-mail: wongb@losrios.edu