



**LIMITED PURCHASE ORDER**

(Not to Exceed \$200.00)

<b>VENDOR NAME AND ADDRESS:</b> Admin. Assistant Resource Lorman Education Services P.O. Box 509 Eau Claire, WI 54702	<b>DELIVERY INSTRUCTIONS:</b> <input type="checkbox"/> Deliver to Address Below (Check one) <input type="checkbox"/> Will Call <i>Ordered paid online using P.O. # F-3160 confirmation # 872791</i>
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ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	Professional Development for	1			99 <sup>00</sup>	99 <sup>00</sup>
2	Sondra Lee - Audio & reference					
3	manual for "Gatekeeping					
4	Strategies for Administrative					
5	Professionals"					
6						
7						
8	Shipping					11.95
9	Tax					<del>18.88</del>
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	8.88
	<b>TOTAL</b> (Not to Exceed \$200.00)	<b>\$119.83</b>

**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: Sondra Lee TYPED/PRINT DATE: 6/7/16

REQUESTED BY: Sondra Lee SIGNATURE DATE: 6/7/16

APPROVED: Rachel Rosenthal DEAN OR OTHER AUTHORIZED SIGNATURE DATE: 6/7/16

APPROVED: Hatueen Kukler VICE PRESIDENT, ADMINISTRATION DATE: 6/8/16

Received by	Date
<u>4500</u> <u>GENFD/5200/11 / FL.CP.OFFC</u>	
Bus. Unit Account Fund Org	
<u>60100/00000/2016/041A</u>	\$ <u>119.83</u>
Program Sub-Class BY Proj/Grnt	Amount
Bus. Unit Account Fund Org	
Program Sub-Class BY Proj/Grnt	Amount

## (PURCHASE ORDER TERMS AND CONDITIONS)

(revised 05/2010)

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. **SELLER'S INVOICES:** Invoices shall be prepared and submitted in duplicate unless otherwise specified. Invoices shall contain: Purchase order number and 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 vendor or person furnishing the supplies or services. Every invoice shall be properly itemized.
5. **CHANGES:** No change or modification in terms, quantities, or specifications may be made without express authorization in writing from the LRCCD Purchasing Office. If unit cost of any item exceeds the amount shown by 10% or \$250.00 whichever is less do not ship. Contact the LRCCD Purchasing agent at the phone number indicated on the front of this document.
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 "Send invoices in duplicate to" address: LRCCD Accounting Operations, 1919 Spanos Ct., Sacramento, CA 95825
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 the LRCCD unless expressly included and itemized in the order. Unless otherwise shown on this Purchase Order, on "FOB Shipping Point" transactions, vendor 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, vendor on request of LRCCD shall at vendor'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 vendor 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 vendor for, or pay directly, all California State and local sales and use taxes applicable to this purchase.
11. **LRCCD IS AN 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. **VENDORS NOTE:** All correspondence, invoices, bills of lading, shipping memos, packages, etc., must show purchase order number. If factory shipment, advise factory to comply.
14. **INDEMNIFICATION:** Contractor shall indemnify, defend and save harmless the DISTRICT, 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, violations of employee occupational health and safety laws, costs, expenses, attorneys' 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 DISTRICT.
15. LRCCD may terminate this agreement and be relieved of the payment of any consideration to Vendor should Vendor 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 Vendor under this agreement and the balance if any, shall be paid the Vendor upon demand.
16. Without the written consent of LRCCD, this agreement is not assignable by Vendor either in whole or in part.
17. No alteration or variation of the terms of this contract shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.
18. For Public Works Projects, Vendor must comply with Public Contract Code.
19. Pursuant to Section 1700, and following, of the California Labor Code, 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 Los Rios Community College District, 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.
20. **NOTICE TO CONTRACTORS/VENDORS:** 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 Purchasing Department at (916) 568-3071
21. **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. The District 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 the District will be given 30 days notice of any material change or cancellation in coverage.
22. **BILLING:** If the LRCCD has not received billing for product or services within a one year period the District will not be held responsible for satisfying the debt. Address for billing: LRCCD Accounting Operations, 1919 Spanos Ct., Sacramento, CA 95825
23. Contractor shall ensure that persons who perform services on District or College 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.
24. If the District determines that any person employed by contractor to work on District or College property is incompetent, unfaithful, intemperate, disorderly, abusive or is otherwise unsatisfactory, contractor shall cause that employee to be removed from working on District or College Property immediately, and that person shall not be employed again on District property.

Administrative Assistant Resource  
P.O. Box 509  
Eau Claire, WI 54702-0509  
1-866-411-6211

## Thank you for your order. We appreciate your business.

Your confirmation number is **872791**. We encourage you to [contact us](#) if you have any questions.

 [Printable Purchase Order](#)

## Purchase Confirmation

Quantity	Product	Type	Price	Subtotal
1	<a href="#">Gatekeeping Strategies for Administrative Professionals</a>	Audio & Reference Manual	\$99.00	\$99.00
		Subtotal		\$99.00
		Shipping		\$11.95
		Tax (8.00%)		\$8.88
		Total		\$119.83

**Confirmation #872791**

June 7, 2016

### Billing Information

Sondra Lee  
10 College Parkway  
Folsom, CA 95630  
Phone: 916-608-6572  
Fax: n/a

### Shipping Information

Sondra Lee  
10 College Parkway  
Folsom, CA 95630  
Phone: 916-608-6572  
Fax: n/a

### Payment

Invoice/PO/Check

**From:** confirmation@lorman.com  
**Sent:** Tuesday, June 07, 2016 1:41 PM  
**To:** Lee, Sondra  
**Subject:** Lorman Education Services - Product Order Confirmation

**Confirmation #872791**

Dear Sondra Lee,

Thank you for choosing Lorman Education Services. We are pleased to confirm that we have received your product order from the "Gatekeeping Strategies for Administrative Professionals" Live Webinar. When ordering products from an Live Webinar that has not yet taken place, please allow 2-4 weeks after the date of the course for your products to arrive.

If you have any questions, please call our Customer Service Department at (866) 352-9539. You may also reach us by fax at (715) 833-3944.

Thank You  
Lorman Education Services  
Confirmation # 872791

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**Lorman Education Services, PO Box 509, Eau Claire, WI 54702-0509 Phone: (866) 352-9539 Fax: (715) 833-3944**  
E-mail address: [customerservice@lorman.com](mailto:customerservice@lorman.com) Web site: [www.lorman.com](http://www.lorman.com) Seminar ID: 397655

**From:** Administrative Assistant Resource Live Webinars  
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**Sent:** Tuesday, April 19, 2016 10:58 AM  
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**Subject:** Gatekeeping Strategies for Administrative Professionals  
**Categories:** Important Events

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**Gatekeeping Strategies for Administrative Professionals**  
LIVE WEBINAR | May 3, 2016  
1pm ET (12pm CT, 11am MT, 10am PT)

- Live Webinar + Audio Recording **\$168**  [Register Now](#)  
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**Presented By**

Lethia Owens, Lethia Owens International, Inc.

**Brought to you by:**



Learn how to be discrete and maintain confidentiality when dealing with individuals wanting to connect with your boss.

Gatekeepers play a significant role within the office setting. They serve as the primary protector of the executive's time and operate in his/her best interest. One of the gatekeeper's most difficult roles is that of intermediary, meaning one who is in the middle and one of the key roles is to keep outsiders from intruding on the executive's precious time.

Great gatekeepers are informed and alert - always knowing where their supervisor is at all times. Gatekeepers advance the mission of the organization by fulfilling essential supporting roles and managing access to their supervisor's calendar. Gatekeepers are confidantes to their executive; ensuring that the boss is accessible but guarding his/her time. This topic will help you learn how to be discrete and maintain strict confidentiality when dealing with individuals wanting to connect with your boss.

This information is designed to help administrative professionals learn how to strengthen the relationship with their boss so they are equipped

to manage the proper granting of access.

## Key Agenda Points

- Strategies for Gatekeeping Success
- Effectively Evaluating the Credentials of Callers
- Tactics Callers Use to Get Through the Gate

[View Complete Agenda](#)

## Who Should Attend

This live webinar is designed for administrative assistants, executive assistants, office administrators, secretaries, office managers and other administrative professionals.

## Live Webinar Details

May 3, 2016 | 1pm ET (12pm CT, 11am MT, 10am PT)  
90 minutes including live Q&A

## 3 Easy Ways to Register

**Online:** [www.administrativeassistantresource.net](http://www.administrativeassistantresource.net)

**Phone:** 1-866-411-6211

**E-mail:** [info@administrativeassistantresource.net](mailto:info@administrativeassistantresource.net)

Please provide the attendee's name, company, address, phone number and email address.

Live Webinar ID: 397655  
Priority Code: 5762676838

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Administrative Assistant Resource | 2510 Alpine Rd. | Eau Claire, WI | 54703

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