



**LIMITED PURCHASE ORDER**

(Not to Exceed \$200.00)

<b>VENDOR NAME AND ADDRESS:</b> <i>Sondra Lee</i> <i>103 Baldwin Lake Circle</i> <i>Folsom, CA 95630</i> <i>C/O FLC BSO</i>	<b>DELIVERY INSTRUCTIONS:</b> <input checked="" type="checkbox"/> Deliver to Address Below (Check one) <input type="checkbox"/> Will Call  <div style="text-align: center; color: red; font-weight: bold; font-size: 2em;">PAID</div> <div style="text-align: center; color: blue;">10/8/15</div> <div style="text-align: center; color: blue;">\$141.96 94-722-358</div>
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ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	<i>Panera lunch order for 13</i>					<i>\$132.64</i>
2	<i>Accreditation team members</i>					<i><del>\$133.97</del></i>
3						
4	<i>Additional salad for vegan</i>					<i>7.99</i>
5	<i>team member</i>					
6						
7	<i>Employee Reimbursement</i>					
8	<i>RECEIPT ATTACHED</i>					
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 <i>1.33</i> <b>TOTAL</b> (Not to Exceed \$200.00) <i>\$141.96</i>
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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.

Received by *Sondra Lee / Stephanie Droker* Date *10/5/15*

REQUESTED BY:	<i>Sondra Lee</i>	TYPED/PRINT	DATE	10/6/15	GENFD / 5200 / 11 / FL.CP.ACCR	Bus. Unit Account Fund Org
REQUESTED BY:	<i>Sondra Lee</i>	SIGNATURE	DATE	10/6/15	66000 / 00000 / 2016 / 051C	\$ <i>141.96</i> Amount

APPROVED:	DEAN OR OTHER AUTHORIZED SIGNATURE	DATE	10/6/15	Bus. Unit Account Fund Org	\$ _____ Amount
APPROVED:	<i>Kathleen Kerblin</i>	VICE PRESIDENT, ADMINISTRATION	DATE	Program Sub-Class BY Proj/Grnt	

L2

Panera Bread  
Cafe 1591  
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.

10/5/2015 11:46:47 AM  
Check Number: 182723 Cashier: Jannesa-A  
1 Chicken Greek Sal 7.99  
1 French Baguette  
SubTotal 7.99  
Tax 0.00  
Total 7.99  
Visa 7.99  
Acct:XXXXXXXX5519  
AuthCode:09407C  
Trans#:6428

If you didn't use your MyPanera card,  
keep this receipt and enter the code below  
at [www.mypanera.com/misssedvisit](http://www.mypanera.com/misssedvisit)  
Not a member yet? Ask an Associate for  
your own card and join today!

3777-8268-7894-9867-6742-78

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

TOGO POS  
Your Order Number is: 123  
Customer / Pager:

Customer Copy

**Panera Bread**

Order number: 28290089

Time Ready: 11:30 AM

*Accred. Team Lunch  
Monday 10/5  
\*On Sandra's cr. card*

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.

**Order Details**

Order Type	Cafe Address
Take Out	380 Palladio Pkwy Suite 301
Date: 10/05/2015	Folsom, CA 95630
916-984-4953	
Time Ready: 11:30 AM	

**Order Summary**

Roasted Turkey & Avocado BLT with Whole Grain Loaf, with Baked Chips	\$ 8.79
Roasted Turkey & Avocado BLT with Whole Grain Loaf, with Baked Chips	\$ 8.79
Roasted Turkey, Apple & Cheddar Sandwich with Baked Chips	\$ 9.49
Roasted Turkey, Apple & Cheddar Sandwich with Baked Chips	\$ 9.49
Steak & White Cheddar Panini with Baked Chips	\$ 8.79
Frontega Chicken Panini with Baked Chips	\$ 7.79
Napa Almond Chicken Salad Sandwich with Whole Grain Loaf, with Baked Chips	\$ 7.29
Napa Almond Chicken Salad Sandwich with Butter Croissant, with Baked Chips	\$ 7.29
Mediterranean Veggie Sandwich with Baked Chips	\$ 6.59
Mediterranean Veggie Sandwich with Baked Chips	\$ 6.59

Smoked Ham & Swiss Sandwich with Baked Chips	\$ 6.59
Smoked Ham & Swiss Sandwich with Baked Chips	\$ 6.59
Smoked Turkey Sandwich with Whole Grain Loaf, with Baked Chips	\$ 6.59
(3) Pumpkin Cookies @ \$ 2.69/ea	\$ 8.07
(4) Chocolate Brownies @ \$ 2.69/ea	\$10.76
(3) Chocolate Chipper Cookies @ \$ 2.19/ea	\$ 6.57
(3) Oatmeal Raisin Cookies @ \$ 2.19/ea	\$ 6.57
Subtotal	\$ 132.64
Tax	\$ 1.33
Total	\$ 133.97

L-1

Card Type	Amnt.	Exp. Date	Balance
VISA 5519	\$ 133.97	09/18	N/A

MyPanera Number: 999704689333

**From:** [Haney, Brenda](#)  
**To:** [Wong, Barbara](#)  
**Subject:** FW: FOR YOUR ACTION\_ FW: LPO F3173 to reimburse Sondra Lee  
**Date:** Thursday, October 08, 2015 3:42:07 PM

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Barbara – please see requested information below:

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)

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**From:** Lee, Sondra  
**Sent:** Thursday, October 08, 2015 2:11 PM  
**To:** Haney, Brenda <haneyb@flc.losrios.edu>  
**Subject:** RE: FOR YOUR ACTION\_ FW: LPO F3173 to reimburse Sondra Lee

The 13 members of the accreditation team were:  
Carole Goldsmith (Chair), Stephanie Droker (Chair's assistant), Marsha Gable, Thomas Mester, Paul Parnell, John Cascamo, Andrew Dunn, Andrea Pulido, Laurie Pemberton, Cynthia Reiss, Eileen Apperson, William Turini, Catherine Webb

Thanks,

*Sondra Lee, CAP* | Assistant to the President

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

p. 916.608.6572 | f. 916-608-6743 | [LeeS@flc.losrios.edu](mailto:LeeS@flc.losrios.edu) | [www.flc.losrios.edu](http://www.flc.losrios.edu)

*“The meaning I picked, the one that changed my life: Overcome fear, behold wonder.” ~ Richard Bach*

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**From:** Haney, Brenda  
**Sent:** Thursday, October 08, 2015 11:37 AM  
**To:** Lee, Sondra  
**Subject:** FOR YOUR ACTION\_ FW: LPO F3173 to reimburse Sondra Lee  
**Importance:** High

Hi Sondra –

Please **provide additional data** requested below by District Accounting:

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)

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**Sent:** Thursday, October 08, 2015 11:07 AM  
**To:** Haney, Brenda <[haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)>  
**Subject:** LPO F3173 to reimburse Sondra Lee

Hi Brenda,

LPO F3173 to reimburse Sondra Lee for lunches provided to Accreditation Team. Please provide list of team 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](mailto:wongb@losrios.edu)*

## Haney, Brenda

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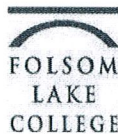
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*Sondra Lee, CAP* | Assistant to the President

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

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