



LIMITED PURCHASE ORDER
(Not to Exceed \$200.00)

VENDOR NAME AND ADDRESS: <i>Kelly McGhee Pane</i> <i>W0293554</i> <i>c/o FLC BSO</i>	DELIVERY INSTRUCTIONS: <input type="checkbox"/> Deliver to Address Below (Check one) <input checked="" 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	<i>Employee reimbursement for Food, beverage and supplies for: EDC Conversations with the Pros (speaker series) 4/14/16</i>					
2						
3						
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: <i>SSSP</i>	SUB-TOTAL \$ 113.11 SALES TAX TOTAL \$ 113.11 (Not to Exceed \$200.00)
Program Name: _____ For grants/special projects: _____ Program Director/Coord. Signature: _____ Project/Grant Number: _____ Program Goal/Objective Number/Explanation: _____	

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 _____
REQUESTED BY: <i>Kelly McGhee-Pane</i> TYPED/PRINT DATE: <i>5-3-16</i>	Bus. Unit: <i>GENFD/5200/12</i> Account: <i>FL.VS.</i> Fund: <i>SSSP</i> Org: <i>WATER</i>
REQUESTED BY: <i>[Signature]</i> SIGNATURE DATE: <i>5-3-16</i>	Program: <i>63000</i> Sub-Class: <i>00000</i> BY: <i>2016</i> Proj/Grnt: <i>597P</i> Amount: \$ 113.11
APPROVED: <i>[Signature]</i> DEAN OR OTHER AUTHORIZED SIGNATURE DATE: <i>5/4/16</i>	Bus. Unit: / Account: / Fund: / Org: /
APPROVED: <i>[Signature]</i> VICE PRESIDENT, ADMINISTRATION DATE: <i>5/4/16</i>	Program: / Sub-Class: / BY: / Proj/Grnt: / Amount: \$

Convo w/ Pros - 4/14/ event



Cal Expo #471
1600 Expo Parkway
Sacramento, CA 95815
(916) 830-1078

Water
and Lemonade

5K Member 111772535895

*****Bottom of Basket*****

512599 ***KS TWL CS 15.79 A

*****BOB Count 1*****

E 998876 70PK WATER 6.69

E 7000000000 CA REDEMP VA 3.50

E 208551 CHKN BROTH 5.99

E 793092 DRIED MANGOS 17.99

E 736083 KS ORG LEMON 5.99

E 9700000000 CA REDEMP VA 0.20

208099 CALLA LILY 13.99 A

E 912291 ALBACORE 12.79

5288 UNSALTED NUT 17.99

981586 BF SQZ MAYO 7.99

452646 NEXXUS CO 25.99 A

0000144793 CPN/2646 1.00-

E 1044810 PARM CRISPS 8.49

E 242842 MXD FRT CHPS 7.99

726745 EMRGNC CR 60 16.99 A

E 29709 HALIBUT FLT 26.27

E 866868 PINEAPPLE 7.49

E 33708 TRI TIP ROAS 27.35

E 750780 OLIVE TRIO 9.99

796572 FRANC EQUIL 16.99 A

Date of Birth = xx/xx/xx KEYED

0000144818 CPN/796572 3.40-A

293696 HALL CAB 42.99 A

796572 FRANC EQUIL 16.99 A

XXXXXXXXXXXX1727 SWIPED

Seq#: 6389 App#: 312889

EFT/Debit Resp: APPROVED

Tran ID#: 609200006389

Merchant ID: 99047111

APPROVED - Purchase

AMOUNT: \$422.69

CASHBACK: \$0.00

EFT/Debit 422.69

CHANGE 0.00

A 8.50% TAX 18.95

TOTAL TAX 18.95

TOTAL NUMBER OF ITEMS SOLD = 28

COUPONS TENDERED \$ 10.80

13:22 471 6 162 81

Total \$16.38
EFT

no tax on food items

Convo w/ Pros - 4/14 event



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

E2 Member 111772535895

*****Bottom of Basket*****

*****BOB Count 0*****

E 15939 CRS SAND PLT 29.99

E 15939 CRS SAND PLT 29.99

E 910362 FRIT054VTY 12.89

E 1045706 KSCOCONUTOIL 19.99

Total \$72.87
EFT

SUBTOTAL 92.86

TAX 0.00

** TOTAL 92.86

XXXXXXXX1727 SWIPED

Seq#: 11673 App#: 174173

EFT/Debit Resp: APPROVED

Tran ID#: 600011673....

Merchant ID: 99076511

APPROVED Purchase

AMOUNT: \$92.86

CASHBACK: \$0.00

EFT/Debit 92.86

CHANGE 0.00

TOTAL NUMBER OF ITEMS SOLD = 4

10:12 765 11 10 72

OP# 2 Name: Armando G

Thank You!

Please Come Again

Whse:765 Trn:11 Trn:10 OP:72

Reimb
Combined total = \$89.25

Convo w/ Pros: 4/14/16
 Plastic ware and
 Ice (2 bags)

BELAIR

Get Something Extra
 at Raleys.com

TERM# 9 STORE# 515 OPERATOR# 506104
 04/14/16 10:36:12
 BEL AIR (800)925-9989

SOMETHING EXTRA ACCT. XXXXXX0338

Grocery Items

RALEYS DINNERWARE	Q1	1.29	T
RALEYS PREMIUM CUB	Q1	2.99	IF
RALEYS PREMIUM CUB	Q1	2.99	IF
SUBTOTAL		7.27	
7.5% TAX CA		.55	
TOTAL		\$ 7.82	

DEBIT (POS) XXXXXXXXXXXX1727 7.82
 746701 CASH CHANGE .00

Total \$ 7.82
 NUMBER OF ITEMS 3

 DEBIT CARD PAYMENT

04/14/16 10:37:19

M Acct XXXXXXXXXXXX1727

Withdrawal from DEBIT (POS) 7.82

RESPONSE CODE 746701
 RMOO Cash back .00
 Ref #194773

Merch #06626551001

Convo w/ Pros - 4/14 event



Cups
 Paper Plates and napkins

CLUB MANAGER FATIMA KASCHT
 (916) 817-8965
 04/05/16 16:01 3026 06620 003 3156

KELLY MCGHEE

E	43005	SPRING WATER	3.98	N
E	102811	CRU	1.75	N
	504299	DIRECTOR'S	32.78	T
	504299	DIRECTOR'S	32.78	T
	415976	DC 902 CUPS	9.68	T
	701076	DESSERT PAC	6.91	T
	701076	DESSERT PAC	6.91	T
	365826	GLOVES	8.16	T
	821279	BOLD BOND U	13.98	T
	611766	CREST 3D PS	13.98	T
	520267	HA SNF BLD	16.96	T
E	11116	OLIVE OIL 2F	13.98	N
	758965	CLARITIN	20.80	T
	629660	MUCINEX MAX	25.98	T
	87988	ADUIL	16.48	T
SUBTOTAL			233.19	

TAX 1 8.000 8 17.08
 TOTAL 250.27
 CHECK TEND 141.90

VOIDED BANKCARD TRANSACTION

MasterCard
 AID A0000000041010
 TERMINAL # 168124001
 CUSTOMER CANCELLED BANKCARD
 04/05/16 16:04:38

SAMS MASTERCARD P CREDIT 100.37
 MasterCard **** * 4050 I 1
 APPROVAL # 000609

AID A0000000041010
 TC 75BCB5A1149C7EDA
 TERMINAL # 168124001

*NO SIGNATURE REQUIRED
 CHANGE DUE 0.00

Visit samsclub.com to see your savings

ITEMS SOLD 15

TOP 1733 DATA 2595 3704 1973 2

Haney, Brenda

From: Haney, Brenda
Sent: Thursday, May 05, 2016 11:02 AM
To: Chueh, Valerie
Cc: Dixon, Melanie; Gibson, Bernard
Subject: Returned for Your Completion _F3214_McGhe-Pane, Kelly / Employee Reimbursement
Attachments: F3214_MCGHEE-PANE, KELLY.pdf; COSTCO_GENFD_PURCHASING PROCEDURE GUIDELINES_GENFD.pdf; COSTCO_CBF_PURCHASING PROCEDURE GUIDELINES_BANFL & SCOFL.pdf; 1_HOW TO CHECKOUT OUT A RALEY'S PURCHASE CARD_Revised 10-2015.pdf; 2_FLC_Raley's Purchase Card Checkout Form_Revised 10-2015.pdf; 4_EDC_Raley's Purchase Card Checkout Form_Revised 10-2015.pdf

Importance: High

Hi Valerie –

RE: F3214_McGhe-Pane, Kelly / Employee Reimbursement - has been returned to you by I/C mail – for the following action:

Action Required -

- Complete and Obtain authorized signature on CATG BOX for Fund 12 approval (always required with Fund 12 budgets).
- As Policy Instructs that – Receipts for Reimbursement – cannot have personal items co-mingled with reimbursable college items on the same receipt – we will need the following for receipts listed:
 - Costco Receipts – circle and calculate exact approved reimbursement amount (Merchandise + Sales Tax if applicable) on each actual receipt and initial.
 - Sam's Club Receipt – circle and calculate exact approved reimbursement amount (Merchandise + Sales Tax if applicable) on the actual receipt and initial.
 - Note: DO Accounting – may later request a memo of explanation for why these receipts have personal items co-mingled with reimbursable items.

For the Future -

- **Please inform your Area/Depts. staff** - that Receipts for Reimbursement – cannot co-mingle personal items with reimbursable college items on the same receipt
- **Please have your Area/Depts. staff** - use **Standard Purchasing Process for Costco and Raley's/Bel-Air purchases.**
 - Instructions and Forms for both vendors are attached here, and can also be found on FLC Insider / BSO Archives:
 - Quick Link:
 - http://inside.flc.losrios.edu/apps/dirlistx/index.asp?f=%2Fmajor_docs%2Fbusiness_services%2FPurchasing+Archives+-+Current+Fiscal+Year%2f%25_PURCHASING+FORMS+%26+INSTRUCTIONS&l=&df=&id=&tt=&dt=

Please give me a call if you have any questions or need any further assistance.

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

AGENDA

CONVERSATION WITH THE PROS: WHERE FACULTY MEETS INDUSTRY
HUMAN SERVICES AND PSYCHOLOGY DEPARTMENT: APRIL 14, 2016,
AT THE EL DORADO CENTER, B-141-THE PRARIE FALCON ROOM

- Welcome and Introductions by Julie Collier and Kelly McGhee
- Kelly shares information about the CTC and the program and services provided.
- Julie Collier shares information on the Work Experience and Internship Program.
- Kalinda Jones shares information on Human Services degree program and future careers.
- Barbara Raines shares information on Psychology degree programs and future careers.
- Cathy Ciampa shares her story on how she got to where she is today. Also, any words of advice for students in the Human Services program.
- Hannah Zackney shares her story on how she got to where she is today. Also, any words of advice for students in the Psychology Degree Program.
- Question and Answer Session
- Thank you and closing remarks

FOLSOM LAKE COLLEGE

Career and Transfer
Services Center

FLC Conversations with the Pros: Where Faculty Meets Industry
Find Out What a Human Services or Psychology Degree Can Do for YOU!

SIGN IN SHEET

DATE: 4/14/16

	LAST NAME	FIRST NAME	STUDENT ID #	PROFESSOR (Extra Credit)	HOW DID YOU HEAR ABOUT US
1	Hey	Johnathon	1573297	EdPMS	EdPMS
2	Flanagan	Marins	1472797	EDPMS	EdPMS
3	Wisenan	Kenneth	1482779	EOP+S	EOPMS
4	Gumber	Molly	1113254	EOP+S	EOP+S
5	Desnoyers	Sieral	1465641	EOPs Jones	EOPs
6	Howe	Autumn	1552237	Raines	Professor
7	Wynn	Patia	1459186	EOPs	EOPs
8	Flores	Reserto	1401100		EOPs
9	DuBrel	Frances	0649413	EOPs	EOPs
10	Reed	Debbi-Lynn	W0360310	Dr. Jones	" "
11	Francisco	Monique	1383088	Jones	Jones
12	Babcock	Lauren	1197418	EOPs	EOPs
13	Ruitt	Kristina	1559908	EOPs	EOPs
14	Helsedh	Holly	1532101	EOPs	EOPs
15	Maize	April	1539984	Campbell, Cathy	Professor
16	Maize Rodriguez	Emily	1564123		Professor
17	Silva	Stefanil	1341997	Katinda Jones	professor / poster
18	Walker	Krista	W1574901	Campbell/Jones	Professor
19	Reust	William	W1443769	EOPs	EOPs
20	Dillard	Coleman ^{III}	1567018	EOPs	EOPs
21	Mainofer	Ashley	1528784		EdPMS
22	Beckett	Lisa	0853123	Jones/Campbell	Campbell
23	Marins	Peter	1518078		
24	Robinson	Colleen	0758480	Raines	Flyer
25					
26					
27					