

# LOS RIOS COMMUNITY COLLEGE DISTRICT

**PURCHASE ORDER NO 0001090744**

PURCHASING: (916) 568-3071 • FAX: (916) 568-3145  
 ACCOUNTING OPS: (916) 568-3065 • FAX: (916) 286-3636

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

|                              |                   |            |
|------------------------------|-------------------|------------|
| Date                         | Revision          | Page       |
| 01/12/2017                   | 1 - 01/13/2017    | 1          |
| Payment Terms                | Freight Terms     | Ship Via   |
| NET 30                       | Shipping Point    | Best Metho |
| Reference:                   | Location / Dept   |            |
| 1008964 QUINTELLM SHEWMAKERN | 04CYPH144 LANGLIT |            |

Supplier: 0000028311  
 FERNANDEZ JOSH  
 c/o FOLSOM LAKE COLLEGE  
 10 COLLEGE PARKWAY  
 FOLSOM CA 95630

Phone: (916) 216-1854

email:

Ship To: FOLSOM LAKE COLLEGE  
 RECEIVING  
 10 COLLEGE PARKWAY  
 FOLSOM CA 95630-6798  
 United States

Bill To: 1919 Spanos Court  
 Sacramento CA 95825-3981  
 United States

Tax Exempt? N Use Tax Applicable: Y

| Line-Sch | Item/Description  | Quantity UOM | PO Price | Extended Amt | Due Date   |
|----------|---|--------------|----------|--------------|------------|
| 1- 1     | REIMBURSEMENT FOR OUT-OF-POCKET PURCHASE, DIGGYPOD ORDER #142353 DATED 12/14/16 | 1.00 EA      | 532.70   | 532.70       | 01/17/2017 |
| 2- 1     | REIMBURSEMENT FOR SHIPPING ON ORDER (NON TAXABLE)                               | 1.00 EA      | 44.56    | 44.56        | 01/13/2017 |

|                  |        |
|------------------|--------|
| Sub Total Amount | 577.26 |
| Sales Tax Amount | 0.00   |
| Total PO Amount  | 577.26 |

| BU    | Acct | Fd | Org        | Prog  | Sub   | Proj | Amount | Year |
|-------|------|----|------------|-------|-------|------|--------|------|
| GENFD | 4300 | 12 | FL.VI.ENGL | 15010 | 00000 | 700P | 577.26 | 2017 |

0001008964HARMANJ11-JAN-2017

Verification of this purchase order can be made using the Los Rios Community College District web site listed below. If you have any questions, please contact the Purchasing Office at (916)568-3071.

<http://www.losrios.edu/purchasing/povalidation>

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

Authorized Signature

*A. S. L.* 1/13/17

Notice to vendor: You are responsible for delivering goods and delivery documents to the Receiving Department at the site. Failure to do so will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of goods by other parties and failure to obtain authorized signatures may also delay payment. NOTE: PAYMENT TERMS NET 30  
 MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

# Requisition

Supplier: MISCELLANEOUS 0000003680  
 \*\*\*\*\*  
 \*\*\*\*\* CA 95825  
 United States

email:

Ship To: RECEIVING  
 10 COLLEGE PARKWAY  
 FOLSOM CA 95630-6798

|                                  |                  |
|----------------------------------|------------------|
| Business Unit: <b>GENFD OPEN</b> |                  |
| Req ID: 0001008964               | Date: 12/21/2016 |
| Page 1                           |                  |
| Requisition Name: Josh Fernandez |                  |
| Requester: Melonie Quintell      | Bldg#: LANGLIT   |
| Requester Signature              |                  |
| Buyer: Nicholas Shewmaker        |                  |
| Approved:                        |                  |
| Entered By: Melonie 21-DEC-2016  |                  |

| Line-Schd | Description   | Quantity | UOM | Price  | Extended Amt | Due Date   |
|-----------|---|----------|-----|--------|--------------|------------|
| 1-1       | REIMBURSEMENT FOR OUT-OF-POCKET PURCHASE, DIGGYPOD ORDER #142353 DATED 12/14/16 | 1        | EA  | 577.26 | 577.26       | 01/17/2017 |

USE TAX = \$46.18 DO NOT REIMBURSE


Total Requisition Amount: 577.26

| <u>BU</u> | <u>Acct</u> | <u>Fd</u> | <u>Org</u> | <u>Prog</u> | <u>Sub</u> | <u>Proj</u> | <u>Amount</u> |
|-----------|-------------|-----------|------------|-------------|------------|-------------|---------------|
| GENFD     | 4300        | 12        | FL.VI.ENGL | 15010       | 00000      | 700P        | 577.26        |

Purchases Charged to Catagorical Programs, Grants or Special Project.

This purchase is in compliance with the requirement of LOTTERY

For grants/special projects 700P

Name: 

|   |   |                    |
|---|---|--------------------|
| Approval Signature<br> | Approval Signature<br> | Approval Signature |
|---|---|--------------------|

Created PR0000003680



12/21/16

need letter from J. Fernandez ✓  
D. Williams email sent to Brenda Pt. 12/22/16

Work Order: 142353

Status: Printing

Ship Date: 12/14/2016

301 Industrial Drive  
Tecumseh, MI 49286  
Toll Free: 1-877-944-7844

ml

| Order Date | Ordered By | Phone          | Date Completed | Service Rep. |
|------------|------------|----------------|----------------|--------------|
| 11-30-2016 | JOSH       | (916) 216-1854 |                | Valerie      |

| Quantity                   | Printing Services  | Price                        |             |              |                            |                |                              |                          |                |                              |                         |                |                              |        |
|----------------------------|--|------------------------------|-------------|--------------|----------------------------|----------------|------------------------------|--------------------------|----------------|------------------------------|-------------------------|----------------|------------------------------|--------|
| 60                         | <p><b>Title: the machine</b></p> <p><u>Book Specifications</u></p> <p>Book Size: 8.5" x 11" portrait</p> <p>B&amp;W Pages: 78</p> <p>Color Pages: 11</p> <p>List of Color Pages: 18, 23, 28, 37, 41, 43, 59, 68, 75, 81, 84</p> <p>Paper Stock: 60# Offset - White</p> <p>Binding Type: Perfect Bound</p> <p>Lamination Type: Gloss</p> <p>Production Speed: Normal (5-10 Business Days)</p> <p><u>Additional Comments</u></p> <p>The cover is in color. The back cover should be page 91.</p> <p><b>Proof Files</b></p> <table border="1"> <thead> <tr> <th>File Name</th> <th>Upload Date</th> <th>Proof Status</th> </tr> </thead> <tbody> <tr> <td>142353_Text2_Proof_4 C.pdf</td> <td>12/6/16 1:42pm</td> <td>Approved on 12/6/16 @ 2:45pm</td> </tr> <tr> <td>142353_Text_Proof_4C.pdf</td> <td>12/5/16 5:21pm</td> <td>Declined on 12/5/16 @ 7:22pm</td> </tr> <tr> <td>142353_Cover_Proof.p df</td> <td>12/5/16 5:21pm</td> <td>Approved on 12/5/16 @ 7:22pm</td> </tr> </tbody> </table> <p><b>Book Files</b></p> | File Name                    | Upload Date | Proof Status | 142353_Text2_Proof_4 C.pdf | 12/6/16 1:42pm | Approved on 12/6/16 @ 2:45pm | 142353_Text_Proof_4C.pdf | 12/5/16 5:21pm | Declined on 12/5/16 @ 7:22pm | 142353_Cover_Proof.p df | 12/5/16 5:21pm | Approved on 12/5/16 @ 7:22pm | 497.70 |
| File Name                  | Upload Date  | Proof Status                 |             |              |                            |                |                              |                          |                |                              |                         |                |                              |        |
| 142353_Text2_Proof_4 C.pdf | 12/6/16 1:42pm   | Approved on 12/6/16 @ 2:45pm |             |              |                            |                |                              |                          |                |                              |                         |                |                              |        |
| 142353_Text_Proof_4C.pdf   | 12/5/16 5:21pm   | Declined on 12/5/16 @ 7:22pm |             |              |                            |                |                              |                          |                |                              |                         |                |                              |        |
| 142353_Cover_Proof.p df    | 12/5/16 5:21pm   | Approved on 12/5/16 @ 7:22pm |             |              |                            |                |                              |                          |                |                              |                         |                |                              |        |

| <u>File Name</u>                             |  | <u>File Size</u>         | <u>File Date</u>         |
|--|--|--------------------------|--------------------------|
| the machine FINAL<br>FINAL.pdf               |  | 12145589                 | 12/6/16 5:10pm           |
| <b>Additional and Miscellaneous Services</b> |  |                          |                          |
| 1  | Free Book Spine Creation                                     |                          | 0.00                     |
| 1  | Simple File Fix  |                          | 35.00                    |
| <b>Shipping Services</b>                     |  |                          |                          |
| 60   | Ground to JOSH FERNANDEZ 2113 IRVIN WAY SACRAMENTO, CA 95822 |                          | 44.56                    |
| <b>Payments / Credits</b>                    |  |                          | <b>Printing Total</b>    |
|  |  |                          | 497.70                   |
| <b><u>Date</u></b>                           | <b><u>Source</u></b>   | <b><u>Detail</u></b>     | <b><u>Amount</u></b>     |
| 11-30-2016<br>11:31 AM                       | Visa   | 1R344862D40829013        | \$547.69                 |
| 12-06-2016 2:46 PM                           | Paypal Express   | EC-<br>1S1015911P9392622 | \$29.57                  |
|  |  |                          | <b>Additional / Misc</b> |
|  |  |                          | 35.00                    |
|  |  |                          | <b>Shipping Total</b>    |
|  |  |                          | 44.56                    |
|  |  |                          | <b>Order Total</b>       |
|  |  |                          | 577.26                   |
|  |  |                          | <b>Paid</b>              |
|  |  |                          | 577.26                   |
|  |  |                          | <b>Balance</b>           |
|  |  |                          | \$0.00                   |



F O L S O M   L A K E   C O L L E G E  
EL DORADO CENTER ♦ RANCHO CORDOVA CENTER

10 College Parkway, Folsom, CA 95630 ■ 916-608-6500 ■ [www.flc.losrios.edu](http://www.flc.losrios.edu)

December 21, 2016

LRCCD:

This letter is an explanation of my purchase from DiggyPod in the amount of \$577.26

The purchase occurred when the Folsom Lake College printing services was unable to handle the printing of the college literary journal, both timewise and in terms of the job itself. They would not be able to complete a journal that reflected the hard work of the students who conceptualized, wrote and created the journal.

**While I understand the correct process**, in order to print the journal in time and in a professional way, I chose to find outside services that could accommodate the job.

I can assure you that **I will not make an unauthorized purchase again.**

Please contact me with any further questions.

Thank You,



Josh Fernandez  
Assistant Professor of English  
fernanj@flc.losrios.edu  
(916) 608-6911

## Haney, Brenda

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**From:** Quintell, Melonie  
**Sent:** Tuesday, January 10, 2017 9:44 AM  
**To:** Haney, Brenda  
**Subject:** FW: DiggyPod Reimbursement

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**From:** Williams, David  
**Sent:** Thursday, December 22, 2016 4:31 PM  
**To:** Quintell, Melonie <QuinteM@fcl.losrios.edu>; Haney, Brenda <haneyb@fcl.losrios.edu>  
**Cc:** Thiessen, Levi <ThiessL@fcl.losrios.edu>; Harman, Joany <harmanj@fcl.losrios.edu>  
**Subject:** RE: DiggyPod Reimbursement

Brenda,  
This unauthorized purchase has been received. It was delivered to a faculty member's home address, but he now understands that this is a violation of our process.

Thank you for helping us complete this reimbursement.

David



**David Williams, PhD** | Dean, Visual & Performing Arts and Languages & Literature  
FL2-143 | Folsom Lake College | 10 College Parkway | Folsom, CA 95630  
p. 916.608.6752 | [williad@fcl.losrios.edu](mailto:williad@fcl.losrios.edu)

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**From:** Quintell, Melonie  
**Sent:** Wednesday, December 21, 2016 1:50 PM  
**To:** Fernandez, Joshua <FernanJ@fcl.losrios.edu>  
**Cc:** Williams, David <WilliaD@fcl.losrios.edu>  
**Subject:** DiggyPod Reimbursement

Hi Joshua,

I have been working on your reimbursement for your purchase at DiggyPod and it is not as easy as it seems. It will be taken care of but we have to jump through a few hoops first. I will need a short letter from you explaining the unauthorized purchase. See #1 below per the Business Office's request...

1. **Unauthorized Purchase letter of Explanation** - Because this was an unauthorized purchase, LRCCD requires a letter of explanation to accompany the requisition and receipt. The letter may be brief, but must include explanation of circumstance that lead to the unauthorized purchase, a statement showing purchasers understanding of the correct process, and a declaration that purchaser will not make an unauthorized purchase again. It should be addressed to LRCCD Purchasing and needs to be signed by Josh Fernandez and initialed by the Dean.
2. **Possession of Goods Confirmation** - Because the goods were delivered to a home address, a statement from the Dean that says the goods are now in the possession of Folsom Lake College must also be included.

I will have D. Williams write his letter tomorrow for the possessions of good verification tomorrow so that all the paperwork is together and ready to get submitted to the VP when we return to break.

Best Regards,

*Melonie Quintell*

Administrative Assistant to the Dean of  
Visual & Performing Arts and Languages & Literature  
Folsom Lake College . 10 College Parkway . Folsom, CA 95630  
p. 916.608.6621