

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO 0001091791

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 03/27/2017	Revision	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 1009260 QUINTELLM SHEWMAKERN		Location / Dept 04ADMN

Supplier: 0000023658
 SHEET MUSIC PLUS
 1300 - 64TH STREET
 EMERYVILLE CA 94608

Phone: (800) 743-3868
Fax: (510) 420-7190

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

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	SHEET MUSIC - GLORIA ITEM# OU.97801933804	1.00 LOT	180.00	180.00	04/02/2017
2- 1	SHEET MUSIC - GLORIA ITEM# OU.97801933806	1.00 LOT	150.00	150.00	04/02/2017
3- 1	SHIPPING	1.00 CHG	7.99	7.99	03/27/2017

Sub Total Amount	337.99
Sales Tax Amount	26.20
Total PO Amount	364.19

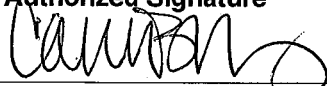
BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4300	12	FL.VI.MUSI	10050	00000	700P	364.19	2017

0001009260HARMANJ23-MAR-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


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.

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LOS RIOS COMMUNITY COLLEGE DISTRICT

American River College • Cosumnes River College • Folsom Lake College • Sacramento City College

PURCHASE ORDER TERMS AND CONDITIONS

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. **INVOICES:** Invoices shall be prepared and submitted in duplicate unless otherwise specified. Invoices shall contain Purchase order number, 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 CONTRACTOR or person furnishing the supplies or services. Every invoice shall be properly itemized. If LRCCD has not received billing for product or services within a one year period LRCCD will not be held responsible for satisfying the debt.
5. **CHANGES:** No change or modification in terms, quantities, or specifications may be made without express authorization in writing from the LRCCD Purchasing Office and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. If unit cost of any item exceeds the amount shown by 10% or \$250.00 whichever is less do not ship. Contact LRCCD Purchasing at the phone number provided.
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 "Bill to" address. All correspondence, invoices, bills of lading, shipping memos, packages, etc., must show purchase order number. If factory shipment, advise factory to comply.
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 LRCCD unless expressly included and itemized in the order. Unless otherwise shown, on "FOB Shipping Point" transactions, CONTRACTOR 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, CONTRACTOR on request of LRCCD shall at CONTRACTOR'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 CONTRACTOR 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 CONTRACTOR for, or pay directly, all California State and local sales and use taxes applicable to this purchase.
11. **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. **INDEMNIFICATION:** CONTRACTOR shall indemnify, defend and hold harmless LRCCD, 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, costs, expenses, violations of employee occupational health and safety laws, attorney 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 LRCCD.
14. **TERMINATION:** LRCCD may terminate this agreement and be relieved of the payment of any consideration to CONTRACTOR should CONTRACTOR 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 CONTRACTOR under this agreement and the balance if any, shall be paid the CONTRACTOR upon demand.
15. **ASSIGNMENT:** Without the written consent of LRCCD, this agreement is not assignable by CONTRACTOR either in whole or in part.
16. **PUBLIC WORKS PROJECTS:** CONTRACTOR must comply with Public Contract Code.
17. **CA LABOR CODE:** Pursuant to Section 1700, and following, 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 LRCCD, 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.
18. **NOTICE:** 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 General Services Department at (916) 568-3048.
19. **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 AND \$3,000,000 AGGREGATE for bodily injury, personal injury and property damage. Any combination of General Liability and Excess Coverage can be combined to meet the Aggregate. LRCCD 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 LRCCD will be given 30 days notice of any material change or cancellation in coverage.
20. **DISQUALIFIED EMPLOYEES:** CONTRACTOR shall ensure that persons who perform services on LRCCD 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. If LRCCD determines that any person employed by CONTRACTOR to work on LRCCD property is incompetent, unfaithful, intemperate, disorderly, abusive or is otherwise unsatisfactory, CONTRACTOR shall cause that employee to be removed from working on LRCCD property immediately, and that person shall not be employed again on LRCCD property.
21. **WORK AUTHORIZATION:** Prior to LRCCD's acceptance of this Agreement, CONTRACTORS who are not U.S. citizens must provide verification of (a) work authorization status from the appropriate U.S. Department of State; (b) a copy of their U.S. visa; (c) the number of days present in the U.S.; and (d) tax treaty status. LRCCD shall not make any payments to CONTRACTOR unless CONTRACTOR holds the appropriate U.S. visa. CONTRACTOR is responsible for ensuring they are in possession of the appropriate visa.
22. **WARRANTY:** CONTRACTOR expressly warrants that all materials, goods, equipment, services, and/or labor shall conform to the requirements set forth or incorporated into this order and any applicable industry standards or requirements, shall be merchantable and free from defects in workmanship, materials and/or design (including latent defects), and shall perform as specified. CONTRACTOR further warrants that all materials, goods, equipment, services, and/or labor will be fit and sufficient for the particular purposes intended by LRCCD. Unless agreed upon otherwise between LRCCD and CONTRACTOR, the warranty period shall be the longer of: (a) any express warranty included in this service agreement; (b) one year after the materials, goods, equipment, services, and/or labor are accepted by LRCCD; or (c) any warranty period provided under any applicable California law.

Requisition

Supplier: SHEET MUSIC PLUS 0000023658
 1300 - 64TH STREET
 EMERYVILLE CA 94608
 United States

Phone: (800) 743-3868 **Fax:** (510) 420-7190
email:

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

Business Unit: GENFD OPEN	
Req ID: 0001009260	Date: 03/21/2017
Requisition Name: SHEET MUSIC PLUS	
Requester Melonie Quintell	
Requester Signature	
Buyer: Nicholas Shewmaker	
Approved:	
Entered By: HANEYB 21-MAR-2017	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	SHEET MUSIC - GLORIA ITEM# OU.97801933804	1	LOT	180.00	180.00	
2-1	SHEET MUSIC - GLORIA ITEM# OU.97801933806	1	LOT	150.00	150.00	

Total Requisition Amount: 330.00

****DO NOT SEND PURCHASE ORDER TO VENDOR****
 MERCHANDISE RECEIVED JANUARY 2017
 UNAUTHORIZED PURCHASE - LETTER OF EXPLANATION ENCLOSED

Mdse. Subtotal \$ 330.00
 Shipping & Handling \$ 7.99
 Sales/Use Tax (7.75%) \$ 26.72
 PO TOTAL = \$364.71

<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.MUSI	10050	00000	700P	330.00

Purchases Charged to Catagorical Programs, Grants or Special Project.

This purchase is in compliance with the requirement of Lottery

For grants/special projects MUSIC 700P

Name: BJ Snowden - Signature below

Approval Signature 	Approval Signature	Approval Signature
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From: [Haney, Brenda](#)
To: [Quintell, Melonie](#)
Subject: For Your Action_ RE: Sheet Music Plus_ OLR_0001009251 and OLR_0001009260
Date: Tuesday, March 21, 2017 2:15:51 PM
Attachments: [OLR# 0001009260 SHEET MUSIC PLUS.pdf](#)
[OLR# 0001009251 SHEET MUSIC PLUS.pdf](#)
[image002.png](#)
Importance: High

Hi Melonie –

Both Sheet Music Plus Orders have been audited and OLRs prepared and/or revised - Please complete [Action Items](#) highlighted below:

OLR#_0001009260 - has been entered to cover the January Unauthorized Purchase for the Packing List you received.

- o **ACTION ITEM:** Please have BJ Snowden sign this OLR – and [Email signed copy directly back to me – Do Not Submit to VPIs office – as this has been received and need to be paid after PO is issued.](#)

OLR#_0001009251 – for your New Order - has been revised to correct shipping line and sales tax – as your Shopping Cart quote was incomplete (see attachment).

- o Also SMP Invoicing for Shipping & Handling which is taxable (although you cannot see it on the shopping cart quotes) – [this increases the PO Total to: \\$905.38](#)
- o **ACTION ITEM:** Please have BJ Snowden sign this OLR/Revision – and [Email signed copy directly back to me – Do Not Submit to VPIs office](#) – as it's already been approved.

Thank you,

Brenda Haney

Business Services

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

 916.608.6635 |  haneyb@flc.losrios.edu

From: Haney, Brenda

Sent: Tuesday, March 21, 2017 12:14 PM

To: Quintell, Melonie <QuinteM@flc.losrios.edu>

Subject: RE: Sheet Music Plus

Importance: High

See responses below:

Thank you,

Brenda Haney

Business Services

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

Requisition

Supplier: SHEET MUSIC PLUS 0000023658
 1300 - 64TH STREET
 EMERYVILLE CA 94608
 United States

Phone: (800) 743-3868 **Fax:** (510) 420-7190
email:

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

Business Unit: GENFD		OPEN
Req ID:	Date	Page
0001009260	03/21/2017	1
Requisition Name: SHEET MUSIC PLUS		
Requester Melonie Quintell		
Requester Signature		
Buyer: Nicholas Shewmaker		
Approved:		
Entered By: HANEYB 21-MAR-2017		

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	SHEET MUSIC - GLORIA ITEM# OU.97801933804	1	LOT	180.00	180.00	
2-1	SHEET MUSIC - GLORIA ITEM# OU.97801933806	1	LOT	150.00	150.00	
Total Requisition Amount:					330.00	

****DO NOT SEND PURCHASE ORDER TO VENDOR***
 MERCHANDISE RECEIVED JANUARY 2017
 UNAUTHORIZED PURCHASE - LETTER OF EXPLANATION ENCLOSED

Mdse. Subtotal \$ 330.00
 Shipping & Handling \$ 7.99
 Sales/Use Tax (7.75%) \$ 26.72
 PO TOTAL = \$364.71

<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.MUSI	10050	00000	700P	330.00

Purchases Charged to Catagorical Programs, Grants or Special Project.

This purchase is in compliance with the requirement of _____

For grants/special projects _____

Name: _____

Approval Signature	Approval Signature	Approval Signature
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sheetmusicplus

www.sheetmusicplus.com

PACKING SLIP

Need Help?

Order Status: www.sheetmusicplus.com/orders

Customer Service: orders@sheetmusicplus.com

Address for Returns

Sheet Music Plus Returns
1300 64th Street
Emeryville, CA 94608
USA

Order# 746 994 502
Billing Name: David Newnham

Standard Delivery
Ordered: Jan 12 2017
Shipped: Jan 13 2017

OK Shipped Complete
D Partially Shipped
S Will Ship Separately
K1 Was Shipped Earlier
H Delay Will Ship Soon

BO Brief Supplier Delay
T Supplier Out Cancelled
P Discontinued Cancelled
C Customer Cancelled



IY7

INV

items ordered		quantity ordered	shipped to-date	shipped this pkg	status code	list price	your price	total this shipment
• Gloria	OU.97801933804	1	1	1	OK	\$180.00	\$180.00	\$180.00
• Gloria	OU.97801933806	1	1	1	OK	\$150.00	\$150.00	\$150.00

Subtotal	\$330.00
Tax	\$26.72
Shipping & Handling	\$7.99
(USD) Shipment Total	\$364.71

SAVE \$2.00

Enter coupon code at checkout and save \$2.00 on your next order of \$10.*

www.sheetmusicplus.com Expires Mar 14, 2017

Can't use?
Give this coupon to a friend!

FREE Newsletter
Get exclusive discounts and coupons
Sign up today: <http://sheetmusicplus.com/mynewsletter>

February 15, 2017

FLC Business Services Office:

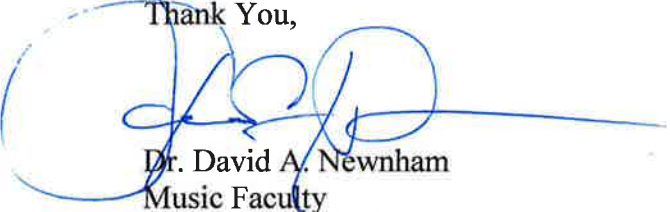
This letter is an explanation of my purchase of the instrumental parts and conductor's score for the large choral work, "Gloria" from Sheet Music Plus in the amount of \$ 364.71.

It was necessary to purchase these scores without a PO number (they were sent with no funds paid) as we are performing this work this semester, and the scores were the last ones available for the next several months. The scores are in my office for the Dean's visual confirmation that they have arrived and I am in possession of those materials.

I understand the importance of purchasing approved materials in a timely manner and I can assure you that I will not make an unauthorized purchase again.

Feel free to contact me with any further questions or concerns.

Thank You,



Dr. David A. Newnham
Music Faculty
Folsom Lake College
916.608.6777

From: [Haney, Brenda](#)
To: [Quintell, Melonie](#)
Cc: [Snowden, Robert "BJ" \(Dr.\)](#)
Subject: PLEASE ADVISE_ RE: Unauthorized Purchase from the Music Department / RE: Sheet Music Plus
Date: Thursday, March 16, 2017 11:26:18 AM
Attachments: [LETTER OF EXPLANATION - 001.pdf](#)
[image001.png](#)

Hi Melonie –

Please advise further -

I'm not finding anything in my files for this - Did I/we send you an email request for this LOE for UAP? Did your Area submit a requisition and invoice or order confirmation to pay SMP for this "Gloria" material?

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Quintell, Melonie

Sent: Wednesday, March 15, 2017 3:31 PM

To: Haney, Brenda <haneyb@flc.losrios.edu>; Snowden, Robert "BJ" (Dr.) <SnowdeR@flc.losrios.edu>

Subject: RE: Unauthorized Purchase from the Music Department

Let me add one more important detail. D. Newnham did not make this purchase with his own personal funds. SheetMusicPlus sent him the items based off of good faith.

Thanks you,

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 www.flc.losrios.edu

From: Quintell, Melonie

Sent: Wednesday, March 15, 2017 3:28 PM

To: Haney, Brenda <haneyb@flc.losrios.edu>; Snowden, Robert "BJ" (Dr.) <SnowdeR@flc.losrios.edu>

Subject: Unauthorized Purchase from the Music Department

Hi Brenda,

Enclosed is the Letter of Explanation from D. Newnham for the Unauthorized purchase items from SheetMusicPlus.com back in January. Apologies, I had thought I had sent you over this notice but realized I didn't have record of it.

BJ, Would you be so kind to Reply to this email in order to validate the purchased items have been Received by the Music Department and are currently in use.

Brenda, please advise on how you would like me to proceed with this request.

Thank you,

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 www.flc.losrios.edu