

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO 0001092253

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 04/18/2017	Revision	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 769251 MCHARGUE T SHEWMAKN	Location / Dept 04ADMN	

Supplier: 0000038845
 PIMENTAL CHRISTY
 C/O FOLSOM LAKE COLLEGE
 10 COLLEGE PARKWAY
 FOLSOM CA 95630

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

email:

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

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	4500 REIMBURSEMENT	1.00 EA	218.11	218.11	04/18/2017
2- 1	5200 REIMBURSEMENT	1.00 EA	20.97	20.97	04/18/2017

REIMBURSEMENT FOR SUPPLIES FOR 2016 DSPS DISABILITY AWARENESS ART SHOW 10/31/2016 - 11/04/2016

PER RECEIPTS

Sub Total Amount	239.08
Sales Tax Amount	0.00
Total PO Amount	239.08

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4500	12	FL.VS.DSPS	64200	00000	696L	218.11	2017
GENFD	5200	12	FL.VS.DSPS	64200	00000	696L	20.97	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. 4/19/17

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.

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.

Los Rios Community College District

Page 1 of 1

Requisition

Req. No. **769251**
FLC BUSINESS SERVICES

Vendor Code	DATE <u>11/7/16</u>
Approved	VENDOR <u>Christy Pimental</u>
Terms	ADDRESS <u>11101 Congo River Ct</u>
F.O.B.	CITY <u>Rancho Cordova</u> STATE <u>CA</u> ZIP <u>95670</u>
	PHONE <u>916-608-6611</u> FAX _____

DELIVERY INSTRUCTIONS
2017 APR - 6 A 11:52

Location Code _____

College/District Location _____ Department _____

Division _____ Date Required _____

ITEM	DESCRIPTION	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
*Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION.					
1	Printing - Art Flyers <i>Master Printing</i>			4500	95.97
2	Staples - Name Tags, Certificate + Pens			4500	54.52
3	Michaels - poster boards			4500	24.44
4	Belair - food			5200	5.97
5	Belair - food			5200	15.00
6	Costco - flowers			4500	43.18
7					239.08
8	Reimbursement for supplies				
9	for the 2016 DSPS Disability				
10	Awareness Art Show				
11	OCT 31 - NOV 4, 2016				
12	Please call for pick up				
13	ext: 6611				

Purchases Charged to Categorical Programs, Grants or Special Projects

This purchase is in compliance with the requirements of _____ Program Name DSPS SalesTax _____

For grants/special projects _____ Project/Grant Number 696L **Total** 239.08

Program Director/Coordinator Signature J.E. McFarlane

Program Goal/Objective Number/Explanation Services to students with disabilities.

I 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: J.E. McFarlane TYPED/PRINT NAME 11-8-16 DATE

REQUESTED BY: J.E. McFarlane SIGNATURE 11-8-16 DATE

AUTHORIZED: Jany Harman DEAN OR AUTHORIZED SIGNATURE 11/15/16 DATE

APPROVED: Jany Harman VICE PRESIDENT, ADMINISTRATION 4/7/17 DATE

Budget 1

64500	0000	12	FL-VS. DSPS		
Bus. Unit	Account*	Fund	Org		
64200	0000	2017	696L	218.11	
Program	Sub-Class	BY	Proj/Grnt	\$239.08	
64200	0000	12	FL-VS. DSPS		
Bus. Unit	Account*	Fund	Org		
64200	0000	2017	696L	20.97	
Program	Sub-Class	BY	Proj/Grnt	Amount	

*** Asset Location** - For equipment purchases over \$200 (Accounts 6490, 6495 and computers) complete the area below indicating the final location where equipment will be housed.

Location Code _____ Dept. _____

Building _____ Room No. _____

Instructions on Reverse

MASTER PRINTING

11235-B Coloma Road • Gold River, CA 95670

(916) 638-8325 • (916) 638-2059 FAX

WEB: masterprinting.net • EMAIL: pc@masterprinting.net

#8

Called
8-19

Invoice

FLC BUSINESS SERVICES

No: **67554**

2017 APR -6 A 11: 52

Date: 8/19/16

Folsom Lake College (Los Rios
Community College District)
Accounting Dept.
1919 Spanos Court
Sacramento CA 95825
Phone: 608-6611

Customer PO:

Master Printing
11235-B Coloma Rd.
Gold River, CA 95670
Phone 916-638-8325
Fax 916-638-2059

DESCRIPTION	AMOUNT
nite 20# Navigator MP Bond DIGITAL COLOR, Digitally	\$ 88.86

4:27 PM 8/19/16

Folsom Lake College (Los Rios
Community College District) 88.86
INV #67554 88.86
Card Type VISA
Acct# XXXXXXXXXXXXX3366
Name
Approval# 01222C
Reference# 1234091750
Swipe/Manual Manual
User Donna
Payment - Visa (ref #01222C) 95.97

Sub Total: 88.86
Tax: 7.11
Total: 95.97
Tendered: 95.97
Change: 0.00

X
Merchant Copy

Visit our web site at
www.masterprinting.net
Thank you!

SUBTOTAL	\$ 88.86
TAX	\$ 7.11
SHIPPING	\$ 0.00
TOTAL	\$ 95.97
AMOUNT DUE	\$ 95.97

MASTER PRINTING

11235-B Coloma Road • Gold River, CA 95670

(916) 638-8325 • (916) 638-2059 FAX

WEB: masterprinting.net • EMAIL: pc@masterprinting.net

Invoice

No: **67554**

Date: 8/19/16

Customer PO:

Folsom Lake College (Los Rios
Community College District)
Accounting Dept.
1919 Spanos Court
Sacramento CA 95825
Phone: 608-6611

4500

QUANTITY	DESCRIPTION	AMOUNT
500	Art submission flyers, 8.5 x 11 White 20# Navigator MP Bond DIGITAL COLOR, Digitally Printed on 1 side, 2 Up	\$ 88.86
<p><u>Required:</u> Paid Receipt in your Name (Requester-) PROOF OF PAYMENT REQUIRED</p>		
Taken by: David Account Type: Charge Please pay from this invoice. Thank you!		SUBTOTAL \$ 88.86 TAX \$ 7.11 SHIPPING \$ 0.00 TOTAL \$ 95.97 AMOUNT DUE \$ 95.97

STAPLES

4500

2690 Sunrise Blvd.
Rancho Cordova, CA 95742
(916) 858-1868

SALE 1815683 2 002 59738
0887 10/25/16 07:27
QTY SKU PRICE

REWARDS NUMBER 3091515076

1	GRTNR FOIL CERT 8. 634680777442	7.99
1	NAME BDG LBL 072782051471	6.29
1	ASST. TRAD. CERTIF 071064486697	14.99
1	SHARPIE FINE 8CT C 071641300781	9.99
1	GRTNR CERT HLDR 9. 634680350058	10.99
SUBTOTAL		50.25
Standard Tax 8.50%		4.27
TOTAL		\$54.52

US DEBIT USD\$54.52

Card No.: XXXXXXXXXXXX6643 [C]

Chip Read

Auth No.: 460995

AID.: A0000000980840

Verified By PIN

TOTAL ITEMS 5

Michaels

Where Creativity Happens™

4500

MICHAELS STORE #2046 (916) 983-2633

2715 E BIDWELL
FOLSOM, CA

8-9781-0995-1545-2307-1111-5112-1891-4788



987	SALE	4843	2046	001	10/27/16	12:29
FOAMBOARD	20X30	3	79946129960	2.99	1 @	2.99
FOAMBOARD	20X30	3	79946129960	2.99	1 @	2.99
FOAMBOARD	20X30	3	79946129960	2.99	1 @	2.99
FOAMBOARD	20X30	3	79946129960	2.99	1 @	2.99
FOAMBOARD	20X30	3	79946129960	2.99	1 @	2.99
FOAMBOARD	20X30	3	79946129960	2.99	1 @	2.99
TAPE CLR PCKGNG	2	51131642041	4.69	1 @	4.69	
SUBTOTAL						22.63
Sales Tax 8%						1.81
TOTAL						24.44

ACCOUNT NUMBER *****6643

Debit 24.44

APPROVAL: 042915 CHIP ONLINE

PIN Verified

Application Label: US DEBIT

AID: A0000000980840

TVR: 8080048000

TSI: 6800

DEVICE ID:0001

TRACE REF:002272050

This receipt is valid at 180 days on 04/30/17

Now thru michaels.com/jobs

5200



Get Something Extra at Raleys.com

TERM# 10 STORE# 524 OPERATOR# 890
11/01/16 BEL AIR (800)925-9989 08:20:12

SOMETHING EXTRA ACCT. XXXXXX4786
PB FROSTING AQUA B 01 1.99 F
Regular Price 2.49
PB FROSTING RTS CH 01 1.99 F
Regular Price 2.49
PB FROSTING AQUA B 01 1.99 F
Regular Price 2.49
SUBTOTAL 5.97
TAX DUE .00
TOTAL \$ 5.97
DEBIT (ATM) 15.97
XXXXXXXXXXXX6643
774967
CASH CHANGE 10.00

NUMBER OF ITEMS 3

DEBIT CARD PAYMENT

11/01/16 08:21:00
M Acct XXXXXXXXXXXX6643
Withdrawal from DEBIT (ATM) 15.97
RESPONSE CODE 774967
RMOO Cash back 10.00
Ref #142830 Merch #06626561001

YOU SAVED A TOTAL OF 1.50
THAT IS A SAVINGS OF 20%
For service inquiries contact



Get Something Extra at Raleys.com

TERM# 14 STORE# 524 OPERATOR# 7114
10/31/16 BEL AIR (800)925-9989 11:13:24

SOMETHING EXTRA ACCT. XXXXXX4786
Bakery Items -----
CHOCOLATE CUPCAKE 01 6.99 F
=> 5.00 Sale price -1.99 F
Regular Price 7.99
CHOCOLATE CUPCAKE 01 6.99 F
=> 5.00 Sale price -1.99 F
Regular Price 7.99
CHOCOLATE CUPCAKE 01 6.99 F
=> 5.00 Sale price -1.99 F
Regular Price 7.99
SUBTOTAL 15.00
TAX DUE .00
TOTAL \$ 15.00
DEBIT (POS) 15.00
XXXXXXXXXXXX6643
279417
CASH CHANGE .00

NUMBER OF ITEMS 3

DEBIT CARD PAYMENT

10/31/16 11:13:49
M Acct XXXXXXXXXXXX6643
Withdrawal from DEBIT (POS) 15.00
RESPONSE CODE 279417
RMOO Cash back .00
Ref #141339 Merch #06626561001

YOU SAVED A TOTAL OF 8.97
THAT IS A SAVINGS OF 37%

----- FSA Total \$0.00 -----
CONTINUED ON BACK SIDE

4500



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

10 Member 11176614924
970137 FLORAL ARRNG 19.99 A
970137 FLORAL ARRNG 19.99 A
SUBTOTAL 39.98
TAX 3.20
**** TOTAL 43.18

XXXXXXXXXXXX6643 SWIPED
Seq#: 13056 App#: 227798
EFT/Debit Resp: APPROVED
Tran ID#: 630800013056....
Merchant ID: 99076511

APPROVED - Purchase
AMOUNT: \$43.18
CASHBACK: \$0.00

EFT/Debit 43.18
CHANGE 0.00

A 8.0% TAX 3.20
TOTAL TAX 3.20
TOTAL NUMBER OF ITEMS SOLD = 2
11/08/2016 14:16 765 13 161 43
OP#: 43 Name: MEGHAN S

Thank You!
Please Come Again
Whse:765 Trm:13 Trn:161 OP:43