

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO 0001093017

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 05/18/2017	Revision	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 1009524 PADASH A	Location / Dept 04ADMN	

Supplier: 0000003804
 NASFAA
 1920 L STREET NW STE 200
 WASHINGTON DC 20036

Phone: (202) 785-0453
Fax: (202) 785-1487

email:

Ship To: FOLSOM LAKE COLLEGE
 RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630
 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	NASFAA INSTITUTIONAL MEMBERSHIP * 7/1/17 - 6/30/18	1.00 CHG	1,243.00	1,243.00	05/18/2017
2- 1	WEBINAR PACKAGE	1.00 CHG	449.00	449.00	05/18/2017

FY2018 PRE-PAID: INVOICE NUMBER: 158341-170701 DUE BY 06/30/2017

RENEWAL INVOICE ATTACHED
 INVOICE DATE: 04/20/2017

NO TAX

FY18 BUDGET GENFD 5300 12 FL.VS.FAOF 64600 00000 438A

Sub Total Amount	1,692.00
Sales Tax Amount	0.00
Total PO Amount	1,692.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	9220	11					1,692.00	2017

000109524HARMANJ12-MAY-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. Sgl 5/18/17

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.

Requisition

Supplier: NASFAA 0000003804
 1920 L STREET NW STE 200
 WASHINGTON DC 20036
 United States

Phone: (202) 785-0453 **Fax:** (202) 785-1487
email:

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

Business Unit: GENFD OPEN	
Req ID: 0001009524	Date: 07/01/2017
Requisition Name: 2018 - NASFAA	
Requester: Ali Padash	Bldg#: FIN AID
Requester Signature	
Buyer: Nicholas Shewmaker	
Approved:	
Entered By: PADASHA 09-MAY-2017	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	NASFAA INSTITUTIONAL MEMBERSHIP 7/1/17 - 6/30/18	1	CHG	1,243.00	1,243.00	06/30/2017
2-1	WEBINAR PACKAGE	1	CHG	449.00	449.00	06/30/2017

Total Requisition Amount: 1,692.00

FY2018 PRE-PAID EXPENSE: INVOICE NUMBER: 158341-170701 DUE BY 06/30/2017

CHARGE TO: GENFD 5300 12 FL.VS.FAOF 64600 00000 438A

RENEWAL INVOICE ATTACHED
 INVOICE DATE: 04/20/2017

NO TAX

<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	9220	11					1,692.00

Approval Signature	Approval Signature	Approval Signature
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Requisition

Supplier: NASFAA
 1920 L STREET NW STE 200
 WASHINGTON DC 20036
 United States

0000003804

Phone: (202) 785-0453 **Fax:** (202) 785-1487
email:

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

Business Unit: GENFD OPEN	
Req ID: 0001009524	Date: 05/09/2017
Page: 1	
Requisition Name: 2017 NASFAA	
Requester: Ali Padash	Bldg#: FIN AID
Requester Signature	
Buyer: Nicholas Shewmaker	
Approved:	
Entered By: PADASHA 09-MAY-2017	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
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RENEWAL INVOICE ATTACHED
 INVOICE DATE: 04/20/2017
 INVOICE NUMBER: 158341-170701
 NO TAX
 DUE BY 06/30/2017

<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	5300	12	FL.VS.FAOF	64600	00000	438A	1,692.00

Purchases Charged to Catagorical Programs, Grants or Special Project.

This purchase is in compliance with the requirement of BFAP

For grants/special projects 438A

Name: ALI PADASH

Approval Signature <i>Ali Padash</i>	Approval Signature	Approval Signature
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From: [Haney, Brenda](#)
To: [Wong, Barbara](#); [Shewmaker, Nicholas](#)
Subject: PLEASE ADVISE_ OLR#_0001009524_NASFAA FY2018_ TO BE PAID IN FY2017
Date: Tuesday, May 09, 2017 2:00:00 PM
Attachments: [OLR#_0001009524_NASFAA.pdf](#)
Importance: High

Hi Barbara / Nick –

Please advise - if our preparation of attached OLR is correct (will suffice for this pre-payment request); or advise if revisions are necessary:

- o We changed budget coding to 9920 11 Prepaid Expense for OLR#_0001009524_NASFAA for FY2018 Membership Renewal.
- o Invoice needs to be paid by June 30, 2017 (vendor must receive payment by this date).

FLC Financial Aid wants to use funds currently available in 2017

Budget Year	Account String	Current Budget	Pre-Encumbrances	Encumbrances	YTD Expenses	Available Balance
2017	GENFD 5300 12 FL.VS.FAOF 64600 00000 2017 438A	\$1,692.00	\$0.00	\$0.00	\$0.00	\$1,692.00

NOTE: Address Change on attached Invoice (does not match address on VID).

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu



NATIONAL ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS



Please verify Primary Contact/Voting Representative information below, and note any updates in space provided:

Mr. Ali Padash
 Financial Aid Supervisor
 Folsom Lake College
 10 College Parkway
 Folsom, CA 95630

Email Address: padasha@flc.losrios.edu

Invoice Date 4/20/2017	Membership ID 158341	Invoice Number 158341-170701	RENEWAL INVOICE Due by 06/30/2017																				
NASFAA Fed ID# 83-0211970	Membership Effective July 1, 2017 through June 30, 2018	2017-2018 Membership Dues Option NASFAA Institutional Membership																					
Choose a Membership Add-on Option Yes, I would like to add the following option(s) and have added the cost to the Amount Due: <input type="checkbox"/> P&P Builder Package @ \$99.00 <input type="checkbox"/> Value Package @ \$550.00 <input type="checkbox"/> My additional cost to upgrade to Value Plus Package is \$1,046.00 Please see details on the back.		<table> <tr> <td>Today's News Subscriptions:</td> <td>Unlimited</td> </tr> <tr> <td>2015 Fall FTE:</td> <td>4,487</td> </tr> <tr> <td>Standard Membership Dues:</td> <td>\$1,243.00</td> </tr> <tr> <td>Value or Value Plus:</td> <td>\$ _____</td> </tr> <tr> <td>P&P Builder Package:</td> <td>\$ _____</td> </tr> <tr> <td>Webinar Package:</td> <td>\$449.00</td> </tr> <tr> <td>Balance:</td> <td>\$1,692.00</td> </tr> <tr> <td>Paid:</td> <td>\$0.00</td> </tr> <tr> <td>AMOUNT DUE:</td> <td>\$1,692.00</td> </tr> <tr> <td>ADJUSTED AMOUNT DUE:</td> <td>\$ _____</td> </tr> </table>		Today's News Subscriptions:	Unlimited	2015 Fall FTE:	4,487	Standard Membership Dues:	\$1,243.00	Value or Value Plus:	\$ _____	P&P Builder Package:	\$ _____	Webinar Package:	\$449.00	Balance:	\$1,692.00	Paid:	\$0.00	AMOUNT DUE:	\$1,692.00	ADJUSTED AMOUNT DUE:	\$ _____
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AMOUNT DUE:	\$1,692.00																						
ADJUSTED AMOUNT DUE:	\$ _____																						

Payment Method: <input type="checkbox"/> Check Enclosed <input type="checkbox"/> AMEX <input type="checkbox"/> Discover <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard Purchase orders are not accepted		
Name on Card:	Card Number:	
Expiration Date:	Signature:	
Cardholder's Phone:	Amount to be Charged:	Security Code (on back of credit card):

As a NASFAA member we ask that you review both NASFAA's Statement of Ethical Principles and Code of Conduct. Adherence to the Code of Conduct is a condition of membership in NASFAA: http://www.nasfaa.org/Ethics_Values
 Questions, changes, or revised invoice, contact Membership Services at (202) 785-0453, Ext. 1 or Membership@NASFAA.org.
New Address: NASFAA, 1801 Pennsylvania Ave., NW, Suite 850, Washington, DC 20006, Fax: 202-785-1487
Please send this form with payment. Keep a copy for your records.

2017-18 Options for Institutional Members

**Membership dues include benefits for twelve months, July 1 to June 30.
If joining mid-year, Standard Dues are pro-rated.**

Standard Dues		Optional Add-ons			
Dues Calculation for all Institutions Base Fee + FTE x 9.1%		P&P Builder	Webinar Package	Value Package	Value Plus Package (Includes P&P Builder, Webinars, Value Package, and more!)
\$835	+ FTE x 9.1%	\$99	\$449	\$550	\$1,495

Standard Membership

This is our basic membership. If you want to purchase additional services, you can do so at any time and pay the à la carte price for that product or service.

- Includes *unlimited* Today's News subscriptions.
- Includes unlimited access to the Student Aid Index.
- Includes unlimited access to the Compliance Engine checklists
- Includes unlimited access to the AksRegs Knowledgebase.
- Includes unlimited access to the NASFAA website, where many additional products and services are available at no additional cost.

Value Membership

Offers discounted access to select training materials for you and your staff!

- As with Standard, the Value package includes *unlimited* Today's News, Student Aid Index, AskRegs Knowledgebase, Compliance Engine checklists, and website access.
- Includes unlimited access to 6 NASFAA University Self-Study Guides as downloadable PDFs, described below. **Value: \$654/staff member**
- 5% off Conference registrations, beyond the first registration, for the 2018 NASFAA Conference. Does NOT include on-site registrations. **Value: \$31/registrant**
- 5% off Career Center job postings **Value: \$13/posting**

Value Plus Membership

Developed for institutions that need even more access to NASFAA's training resources.

- As with Standard, the Value Plus package includes *unlimited* Today's News, Student Aid Index, AskRegs Knowledgebase, Compliance Engine checklists, and website access.
- Also includes the Webinar Package, described below. **Value: \$449**
- Includes the **NEW** Policies & Procedures Builder. **Value: \$99**
- Includes unlimited access to all NASFAA University Self-Study Guides as downloadable PDFs. **Value: \$1,962/staff member!**
- 10% off Conference registrations, beyond the first registration, for the 2018 NASFAA Conference. Does NOT include on-site registrations. **Value: \$62/registrant**
- 10% off Career Center job postings. **Value: \$27/posting**

P&P Builder

The P&P Builder, a Compliance Engine add-on module, guides you step-by-step through the creation of a centralized, accessible policies and procedures manual.

Webinar Package

The Webinar Package includes all fee-based Webinars offered between July 1 and June 30 each year. For 2017-18, twelve (12) paid Webinars are planned. The package also includes unlimited site licenses, which means everyone at your institution or organization with a *myNASFAA* account can participate from their own computer when they register for the live event or watch the on-demand version. Live Webinars are archived for up to one year, though they may be removed if regulations change.

NASFAA University Self-Study Guides

The Value Package includes the first six guides in the NASFAA University Self-Study Guide series: *Overview of the Financial Aid Process, Application Process, Student Eligibility, Cost of Attendance, Need Analysis: Federal & Institutional, and Verification*. With this package, you can download the PDFs from the online store and make unlimited copies for you and your staff. The Value Plus Package includes all of the guides. For a complete list of Self-Study Guides, please visit the NASFAA website.