



FOLSOM LAKE COLLEGE
EL DORADO CENTER | RANCHO CORDOVA CENTER

10 College Parkway
Folsom, CA 95630

PURCHASE ORDER NO. CBF17033

EDC SAC

PO Date: Nov 9, 2016

Date Required: Nov 20, 2016

Ordered By: EDC SAC

Requisition #: 39017

VENDOR: CEC Embroidery & Screen Printing
5714 PLEASANT VALLEY ROAD
EL DORADO CA 95623

SHIP TO:
FOLSOM LAKE COLLEGE
RECEIVING
10 COLLEGE PARKWAY
FOLSOM, CA 95630

BILL TO:
FOLSOM LAKE COLLEGE
ATTN: BUSINESS SERVICES
10 COLLEGE PARKWAY
FOLSOM, CA 95630

PH: (530) 642-9968 FX: 642-9967

Line #	Item/Description	QTY	UOM	PO Price	Extended Amount
1	T-SHIRTS - BLACK QTY/SIZES: 5/SML, 4/MED, 2/LG	11.00	EA	\$8.500	\$93.50
2	T-SHIRTS - BLACK SIZE: 3XL	1.00	EA	\$10.500	\$10.50
3	SWEATSHIRTS - BLACK QTY/SIZES: 4/SML, 4/MED, 2/LG	10.00	EA	\$30.000	\$300.00
4	SCREEN PRINT CHARGE	4.00	EA	\$10.000	\$40.00
	Shipping/Handling (taxable)				

INSTRUCTIONS:

EMAIL INVOICE TO:
Mary Swanson 916.608.6695
swansom@flc.losrios.edu

BUDGET:
BANFL 5890 81 FL.VS.CLUB 00000 40505 400C

Sub Total	\$444.00
State Tax %	7.50%
State Tax	\$33.30
Shipping	
Total PO Amount	\$477.30

All shipments, invoices, and correspondence must be identified with our Purchase Order Number
Direct all deliveries and delivery documents to the SHIP TO address.
Direct all correspondence and invoices to the BILL TO address.

NO PAYMENT will be made without an invoice.

Payment Terms: NET 30

AUTHORIZED SIGNATURE AND DATE
Kathleen Kuklen 11/28/16

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.

the voucher
PO
receiver

FOLSOM LAKE COLLEGE
EL DORADO CENTER | RANCHO CORDOVA CENTER

CHECK ONE

ASG(71,72)

College Act. Trust(81)

Foundation(83)

IR(13,14)

Harris Ctr(55)

CAMPUS-BASED REQUISITION

11-9-2016

DATE _____

VENDOR CEC Custom Emb. Concepts

ADDRESS 514 Pleasant Valley Road

CITY El Dorado

STATE CA ZIP 95023

REQ. # CBF 39017

PO REQUIRED(circle one) YES _____ NO _____

P.O. # CBF 17033

DATE REQUIRED Nov 20, 2016

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1					
2	Screen Charge	4	100	10.5	40.5
3					
4	T-Shirts (S-M-L)	11		8.50	93.50
5					
6	T-Shirts (3XL)	1		10.50	10.50
7					
8	Sweatshirts (S-M-L)	10		30.00	300.00
9					
10					

Check Distribution

Call Student, Hold for pick up # _____

Call _____, Hold for pick up # _____

Forward to _____

Inter-Campus mail to _____

USPS mail

Other _____

Sub-Total	
Sales Tax	33.30
Freight	0
TOTAL	477.30

① 90C 8AC BANFL, 5890 81, FL HA CLUB, 0000, 4005, 4000 \$ 477.30

Account Name Bus Unit Account Fund Department Program Class Project Amount

Account Name Bus Unit Account Fund Department Program Class Project Amount \$

AUTHORIZED Jenna Dolongman
Club Officer/Requestor

APPROVED [Signature]
Faculty Advisor/Administrator

Business Services Use Only

Budget Checked Yes Vendor ID 730

Voucher # _____ Date _____

Warrant # _____ Date _____

WHITE-YELLOW-PINK: BUSINESS OFFICE

GOLDENROD: **ENTERED**
P Olog
11/28/16

Rev. 10/14

CEC

EMBROIDERY & Screen Printing
5714 Pleasant Valley Road
El Dorado, CA 95623

Phone (530) 642-9968 Fax 642-9967

Invoice

DATE	YOUR INVOICE #
11/9/2016	998082

BILL TO
Folsom Lake College El Dorado Center ATTN: Deanne Repetto

SHIP TO

PAYMENT TERMS	DELIVERY DATE	JOB	Ship Via	Vendor Number
Due on receipt	11/9/2016			

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED AM...
Screen	Screen Charge	4	10.00	40.00T
2000A	Gildan Heavyweight T-Shirt Black with FLC El Dorado Center screen printed on the front and screen printed design on the back 5/S, 4/M, 2/L	11	8.50	93.50T
2000A	Gildan Heavyweight T-Shirt Black with FLC El Dorado Center screen printed on the front and screen printed design on the back 1/3XL	1	10.50	10.50T
18500	Gildan 7.75 oz Hooded Sweatshirt Black with FLC El Dorado Center applique on the front and screen printed design on the back 4/S, 4/M, 2/L Sales Tax Jan2013	10	30.00	300.00T
			7.50%	33.30

Total Due \$477.30

All claims must be made within five (5) days of receipt of goods. All outstanding balance(s) owed are due upon receipt of merchandise. If legal action should be brought to collect this invoice, customer will be responsible for court costs and attorney fees to the extent allowed by law. ALL RETURNED CHECKS WILL BE SUBJECT TO A \$25.00 SERVICE CHARGE.

Payments/Credits \$0.00

Balance Due \$477.30

ceconcepts@sbcglobal.net


FOLSOM LAKE COLLEGE
 EL DORADO CENTER • RANCHO CORDOVA CENTER

Club Minutes for Expenditure Approvals

Submit with Requisition to Business Services

Club Name: EOC SAC Meeting Date: 10-13-16

This meeting was called to order by: Jenna delongchamp


The following motions for club expenditures were made and approved:

Motion/Purpose	Payable To	Amount
To purchase 12 more SAC T-shirts +	CEC	
10 sweatshirts to sell at Fall Festival	Custom Embroidery Concepts	NTE \$500.-

Minute Report prepared and submitted by club representative:

Name: Colleen Robinson Student ID #: W0758480

Club Office Held: VP

Signature:  Date: 11/10/16

Distribution: Original – Business Services with Campus Based Requisition Copy – Club Files

EDC Student Activities Club

Minutes: Oct 13th, 2016

1. Meeting was called to order at 12:10 pm by President Jenna Delongchamp. Quorum was met with 4 of 5 officers. The minutes from the previous meeting were approved as presented.
2. **Officer Reports**
 - a. President Jenna Delongchamp Motion approved to order more sweatshirts; they should arrive before Thursday so we can sell them at Fall Festival.
 - b. Advisor Deanne Repetto Travel mugs will arrive before Thursday, club members decided to sell them for \$5 each. Colleen, Logan and Ahnalties attended the President's Forum where President Rosenthal was given a sweatshirt in appreciation for her support before she retires.
 - c. VP of Events Colleen Robinson Reviewed the tasks for those designated to certain stations for the Fall Festival on October 20th. She got straw bales and Kat can help deliver. On November 8, we will be hosting a viewing party for the election results and we discussed having the viewing party in the community room.
 - d. Secretary: Alero Etchie passed around sign in sheet to members.
 - e. Treasurer/Fundraising Anna Sergeant was absent. Our club balance is \$1381.38 (+616.45 Tamale stand donations/-268.56 spent to purchase mugs)= 1729.27
 - f. Club And Event Board (CAEB) Representative Shania Pence reported that she'll be submitting reports by email for the rest of the semester. Colleen and Ahnalties have volunteered to help organize the bucket for the *FLC EPOS Kids Coat Drive Oct1-Nov 30*.
 - g. Publicity Chair Anessa Forshey was absent. We need to write on the whiteboards in the classrooms advertising the Fall Festival and the Blood Drive on October 20th.
 - h. Community Service officer Candice Haile was absent. The Blood Drive is next Thursday so we should wear our blood drive shirts in order to promote it to the other students on campus.
 - i. Historian Kat Montgomery has been able to complete the display case and has been working on the scrapbook.
 - j. Hospitality Chair William Reust reported that we will have potato soup at the next meeting.
3. **Committee Reports:**
 - a. Campus Outreach Team: Dulce Soto informed us that the AVID event is today! Teachers and program administrators will learn more about the programs offered at the EDC.
 - b. Campus Governance. Kat is able to go to the Budget and Facilities meeting on October 13th at 3pm in order to discuss the sidewalk issue at EDC. Dulce will be able to go to the Multi-Cultural and Diversity meeting on Friday the 14th. Colleen may know someone for Curriculum.
4. **Unfinished Business**
 - a. Student Lounge Mural: Deanne and Anessa are working on an application for those who are interested in drawing the mural. The application will discuss the guidelines that all of the artist will need to follow as they draw the mural.
 - b. iTV Evaluation (Mon- 10/17, 10/24, 11/7). This is a discussion in order to find out from students whether or not they benefit from having the iTV program at EDC. Members were informed to ask students in their classes if they have taken an iTV class and would be willing to go to these meetings to give their input about iTV classes.
5. **New Buisness**
 - a. Children's Hope Hurricane Wish List. This is a wish list sent out by a husband and wife teachers asking for donations (in cash or in items) to be given to the people in Haiti as they recover from Hurricane Matthew. Members voted to donate \$150 to the wish list.
6. **Announcements:** There will be a Brown Bag Lunch with Chancellor Brain King on Tuesday November 1st from 12-1pm on main campus FL1-108. Union Mine High School is looking for tutors during Wednesday D-Back periods, which is from 10:30 AM-11:30 AM.
7. **Adjourn:** Meeting was adjourned at 1:01pm and the next Meeting is Oct 27th, 2016.

Submitted By: Alero Etchie, Secretary

Swanson, Mary

From: Repetto, Deanne
Sent: Wednesday, November 23, 2016 5:04 PM
To: Swanson, Mary
Subject: Re: Campus-Based Requisition - CEC Custom Emb concepts

Yep! Thank you!

Sent from my Verizon 4G LTE Droid

On Nov 23, 2016 4:30 PM, "Swanson, Mary" <swansomc@flc.losrios.edu> wrote:
Hi Deanne,

Did you already receive the t-shirts and sweatshirts in the attached requisition?

Thanks.

Mary Swanson
FLC Business Services
916-608-6695