



FOLSOM LAKE COLLEGE
EL DORADO CENTER | RANCHO CORDOVA CENTER

10 College Parkway
Folsom, CA 95630

PURCHASE ORDER NO. CBF17037

Harris Center

PO Date: Nov 22, 2016 Date Required:

Ordered By: Sally Howard Requisition #: 39782

VENDOR: DISPLAYS 2 GO
55 BROADCOMMON ROAD
BRISTOL RI 02809
EMAIL: susanne.aubry@displays2go.com

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: 800-572-2194 FX: 401-247-0392

Line #	Item/Description	QTY	UOM	PO Price	Extended Amount
1	BALLOT BOX - ITEM# WDPCDONLOC CLEAR ACRYLIC FLOORSTANDING W/ LOCKING DOOR AND MAHOGANY COLORED MDF BASE	1.00	EA	\$371.260	\$371.26
	SPECIFICATIONS: SIZE: 18." W x 37.3" H x 17.5" D WEIGHT: 39 LBS				
	PER QUOTE # 5206 11/22/16				
	TO BE USED - FOR HCA/FLC FOUNDATION DONATIONS TO BE LOCATED IN HCA LOBBY TO BE MANAGED BY HCA STAFF				
	Shipping/Handling (taxable)				

INSTRUCTIONS:

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

Sub Total

State Tax % State Tax

Shipping

BUDGET:
BANFL 6490 83 FL.CP.FOUN 70903 00000 6109

Total PO Amount

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
Katherine Spikler 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.

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

DATE 11/22/16
 VENDOR Displays 2go REQ. # CBF 39782
 ADDRESS 55 Broadcommon Rd PO REQUIRED(circle one) YES NO
 CITY Bristol, 1 P.O. # CBF 17037
 STATE RI ZIP 02809 DATE REQUIRED _____

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	Ballot Box for HCA				403.73
2	donations Per Sally Howard:				
3	to be				
4	located in				
5	HCA lobby Loc Code: 04 VAPA				
6	at donor table				
7	To be managed by HCA Holly Larson				
8	and Docent Volunteers. Donations to be				
9	encouraged during performances to				
10	support Childrens Theatre Programs				371.26

Check Distribution

Call Student, Hold for pick up # _____
 Call _____, Hold for pick up # _____
 Forward to _____
 Inter-Campus mail to _____
 USPS mail _____
 Other _____

Donations: OK, Cash to be removed after performances & deposited by HCA

Sub-Total	403.73
Sales Tax	29.70
Freight	32.47
TOTAL	433.43

Account Name BANFL 6490 Bus Unit _____ Account 1831.FL.CP.FOUN Fund 70901 Department _____ Program 70903 Class 100000 Project 6109 Amount \$ 433.43

AUTHORIZED [Signature]
 Club Officer/Requestor
 APPROVED [Signature]
 Faculty Advisor/Administrator

Business Services Use Only
 Budget Checked _____ Vendor ID 1142
 Voucher # _____ Date _____
 Warrant # _____ Date _____

DISPLAYS2GO

www.displays2go.com

Sales Quote

Page: 1

George Patton Associates, Inc.
55 Broadcommon Road
Bristol, RI 02809
PH: 800-572-2194
FX: 401-247-0392

Sales Quote Number: 5206
Sales Quote Date: 11/22/2016
Customer ID: C-0229891
SalesPerson: SUSANNE AUBRY
Email: susanne.aubry@displays2go.com

Sell

To: FOLSOM LAKE COLLEGE
MARY SWANSON
10 COLLEGE PARKWAY
Folsom, CA 95630
USA

Ship

To: FOLSOM LAKE COLLEGE
SALLY HOWARD
10 COLLEGE PKWY
FOLSOM, CA 95630
USA

Bill

To: FOLSOM LAKE COLLEGE
MARY SWANSON
10 COLLEGE PARKWAY
Folsom, CA 95630
USA

Terms: Net 30 Days

Item No.	Description	Unit	Quantity	Unit Price	Curr.	Total Price
WDPCDONLOC	CLR ACR FLRSTND BALLOT BOX W/MDF BASE	Each	1	\$371.26		\$371.26
SHIPPING	Ground	Each	1	\$32.47		\$32.47

TX
N/TX

Amount Subject to Sales Tax: \$0.00
Amount Exempt from Sales Tax: \$403.73

Subtotal: \$403.73
Total Sales Tax: \$0.00 29.70
Total: ~~-\$403.73~~
433.43

DISPLAYS2GO

US ▾

Ballot Box w/ Lock, 8.5 x 11 Header & Locking Door, Floorstanding - Clear

SKU: **WDPCDONLOC**



- Floor Standing
- Hinged Locking Door
- Sign Holder for 8.5" x 11" Prints
- Mahogany Laminate MDF Base

Description

Acrylic Donation Lock Box with Lock & Sign Holder is Floor Standing

This acrylic donation lock box has a sizeable capacity which makes it great for charities looking for large amounts of contributions. Made of .25" thick clear plastic, the bin is durable and has a letter-size sign holder, as well as adjustable metal foot levelers underneath the base to maintain sturdiness. The donation lock box with two built-in security features will keep the contents of the bin safe. A metal T-bar, built into the mahogany colored MDF base will allow you to fasten the bin to a steadfast fixture. A set of two keys allows for only trusted associates to access the hinged door of the lock box and the contents within. Use the built-in clear plastic sign holder to proudly display your foundation's cause or say thank you to your donors.

Specifications

SKU	WDPCDONLOC
Overall Width x Height x Depth	18.0" x 37.3" x 17.5"
Base Width x Height x Depth	18.0" x 7.9" x 18.0"
Header Width x Height	8.5" x 12.5"
Weight	39.0lbs
Material	Laminated MDF, Acrylic
Color	Clear, Mahogany
Placement Style	Floor Standing
Media Size	8.5" x 11"
Features	Lockable
Plastic or Acrylic Thickness	0.25"
Insert Slot Width x Length	0.5" x 6.0"

Howard, Sally

From: Haney, Brenda
Sent: Monday, November 21, 2016 1:26 PM
To: Howard, Sally
Subject: RE: Donation Boxes / DISPLAYS 2 GO

Importance: High

Hi Sally –

Yes prepare a requisition –

- I recommend Email info@displays2go.com OR Call 1-800-572-2194 - and request a written quote -
 - Quote should include shipping/freight and sales tax, (as this is an out-of-state vendor, if they do not quote with CA Sales Tax, then just add 8.00 % CA Use Tax to your requisition) .
 - This will lock in pricing and help if we have a later need for return. Note: Vendor Return Policy <http://www.displays2go.com>Returns>
- You'll need to use a 6490 account code – for this.

If **GENFD** - prepare Online REQ – use Supplier ID 0000015633

If **BANFL** or **SCOFL** – prepare Campus Based REQ – Supplier ID 0000001142

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Howard, Sally
Sent: Monday, November 21, 2016 12:05 PM
To: Haney, Brenda <haneyb@flc.losrios.edu>
Subject: RE: Donation Boxes

Brenda, this is the product we want to purchase. <http://www.displays2go.com/P-24478/Acrylic-Donation-Lock-Box-with-Lock-Sign-Holder-is-Floor-Standing>

Shall I start by submitting a requisition?



Sally Howard | Director of College Advancement
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
p. 916.608.6643 | f. 916.608.6545 | howards@flc.losrios.edu | www.flc.losrios.edu

From: Haney, Brenda
Sent: Friday, November 18, 2016 11:03 AM

Display2go
Fall River
81 Commerce Dr

Fall River MA 02720
US

ACTWGT: 53.00 LB
CAD: 103821667/WSX12900
DIMMED: 21 X 40 X 21 IN

BILL SENDER

TO RECEIVING/ PO# CBF17037
FOLSOM LAKE COLLEGE
10 COLLEGE PKWY

RCVD: 12/7/16
LMT

SHIP 42160608035 RRD 08/16

Display 2 Go

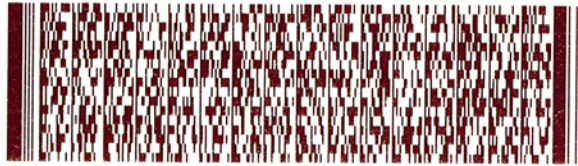
FOLSOM CA 95630

(US)

(916) 608-6549
INU: WPCDONLOC 1 EA
PO: CBF17037

REF: CC00023304

DEPT:



FedEx
Ground

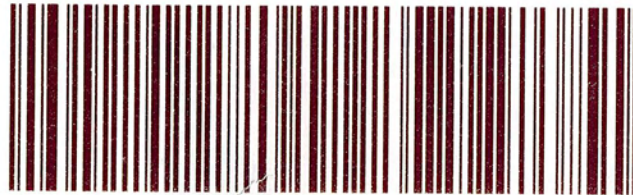


AN1021019102911

TRK# 7848 2653 3878

95630

9622 0019 0 (000 035 6430) 2 00 7848 2653 3878



DISPLAYS2GO

www.displays2go.com

INVOICE

Page: 1

George Patton Associates, Inc.
55 Broadcommon Road
Bristol, RI 02809
PH: 800-572-2194
FX: 401-247-0392

Invoice Number: PSI0173539
Invoice Date: 12/1/2016
Customer ID: C-0229891
SalesPerson: Damaris Guzman
Email:

Bill

To: FOLSOM LAKE COLLEGE
MARY SWANSON
10 COLLEGE PARKWAY
Folsom, CA 95630
USA

Ship

To: FOLSOM LAKE COLLEGE
RECEIVING/ PO# CBF17037
10 COLLEGE PKWY
FOLSOM, CA 95630
USA

Payment Terms: Net 30 Days
Payment Method: A
Card No.:
Due Date: 12/31/2016

P.O. Number: CBF17037
Ship Terms: PREPAID
Ship Via: PARCEL
Ship Service:

Item/Description	Unit	Order Qty	Quantity	Unit Price	Curr.	Total Price
WDPCDONLOC CLR ACR FLRSTND BALLOT BOX W/MDF BASE	Each	1	1	\$371.26		\$371.26
SHIPPING Ground	Each	1	1	\$32.47		\$32.47

Amount Subject to Sales Tax USD: \$0.00
Amount Exempt from Sales Tax USD: \$403.73

Upon receipt of your order, please inspect your package(s). Contact us at 800-572-2194 to report missing or damaged items within 5 days of delivery. Products can be returned within 30 days of delivery and will be subject to a 20% re-stocking charge. Conditions do apply. Information on tracking or returning your order can be found at the bottom of our homepage at www.Displays2go.com

Subtotal: \$403.73
Total Sales Tax: \$0.00
Total USD: \$403.73
Payments Applied: \$0.00
Remaining Amt.: \$403.73