



PP

P.O. No. F 2073

Date 6/22/2017

LIMITED PURCHASE ORDER
(Not to Exceed \$200.00)

VENDOR NAME AND ADDRESS: Sarah Aldea 10 College Parkway Folsom, CA 95630	DELIVERY INSTRUCTIONS: <input type="checkbox"/> Deliver to Address Below (Check one) <input checked="" type="checkbox"/> Will Call EDC - Administration
--	--

ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	- Reimbursement -					
2	Daily vendor	5			6.00	30.00
3	tickets for					
4	El Dorado County					
5	Fair volunteers					
6						
7						
8						
9						
10						

Purchases Charged to Categorical Programs, Grants or Special Projects
This purchased is in compliance with the requirements of:

Program Name _____
 For grants/special projects _____
 Program Director/Coord. Signature _____ Project/Grant Number _____
 Program Goal/Objective Number/Explanation _____

SUB-TOTAL	
SALES TAX	
TOTAL (Not to Exceed \$200.00)	30.00

VENDOR: Reference P.O. number on all invoices and packing slips. Total invoice may not exceed \$200.00 including tax and shipping costs. Mail invoices in duplicate to: Los Rios Community College District, Accounting Department, 1919 Spanos Court, Sacramento, CA 95825.

I/WE 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.

Received by _____ Date _____

REQUESTED BY: Sarah Aldea TYPED/PRINT DATE: 6/22

Bus. Unit Account Fund Org: GENED 5890 / 11 / ED.VI. DIVE

REQUESTED BY: Sarah Aldea SIGNATURE DATE: 6/22

Program Sub-Class BY Proj/Grnt Amount: 60100 10000 641A \$ 30.00

APPROVED: [Signature] DEAN OR OTHER AUTHORIZED SIGNATURE DATE: 6/29/17

Bus. Unit Account Fund Org: / / / /

APPROVED: [Signature] VICE PRESIDENT, ADMINISTRATION DATE: 6/29/17

Program Sub-Class BY Proj/Grnt Amount: / / / / \$

Haney, Brenda

From: Haney, Brenda
Sent: Friday, June 30, 2017 7:23 AM
To: Aldea, Sarah
Cc: Chueh, Valerie; van Dam, Dale
Subject: RE: FOR YOUR ACTION_ORIGINAL PAID RECEIPT REQUIRED_F2073_ALDEA, S REIMB
Attachments: DOC062917.pdf

The receipt you submitted shows Order No. and Order Total only – it does not show that the order was paid. Copy attached. District Accounting requests a receipt showing a paid transaction.

We have submitted your request, but DO may hold release of reimbursement, until paid receipt is submitted.

We would recommend that you contact EDCFA and ask if they can provide you with a paid \$0.00 balance receipt.

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Aldea, Sarah
Sent: Friday, June 30, 2017 6:29 AM
To: Haney, Brenda <haneyb@flc.losrios.edu>
Cc: Chueh, Valerie <ChuehV@flc.losrios.edu>; van Dam, Dale <VanDamD@flc.losrios.edu>
Subject: RE: FOR YOUR ACTION_ORIGINAL PAID RECEIPT REQUIRED_F2073_ALDEA, S REIMB

I paid 30.00 in cash, that should reflect on the original receipt I provided. Thank you.

Have a great weekend!

From: Haney, Brenda
Sent: Thursday, June 29, 2017 5:20 PM
To: Aldea, Sarah
Cc: Chueh, Valerie; Gibson, Bernard
Subject: FOR YOUR ACTION_ORIGINAL PAID RECEIPT REQUIRED_F2073_ALDEA, S REIMB

Sarah –

Please provide “paid” receipt – Accounting requests that receipt show how transaction was paid.

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

El Dorado County Fair
June 13, 2017 9:31AM

Product Name	Price	Tickets	Total
El Dorado CF 2017			
Daily Vendor Ticket	\$6.00 x	5	\$30.00
			Total \$30.00

Order No. 0109-017775-Ann

Thank you for attending the fair.
We hope to see you again soon.
This is your receipt, please hold onto it
Visit our website for more information.

eldoradocountyfair.org

Additional vendor
tax for volunteers
(reimbursement)

Chueh, Valerie

From: Aldea, Sarah
Sent: Thursday, June 22, 2017 11:29 AM
To: Harman, Joany
Cc: Siwabessy, Genevieve; van Dam, Dale; Chueh, Valerie
Subject: Reimbursement Needed

Importance: High

Hi Joany,

I would like to submit a reimbursement for the El Dorado County fair for 5 vendor passes I had to purchase to cover all the volunteers that worked the fair last weekend, in the amount of 30.00. (We had originally estimated an additional 14 tickets, however, with all of those that signed up I was 5 short). If you approve I will send forward my receipt along with an LPO ASAP to Valerie as I know that the FYE is right around the corner and we need to button things up!

The reason why I am requesting permission from you is because we used the following budget string for the fair which was sent by you: GENFD 5890 11 ED.VI.DIVE 60100 00000 041A



Thank you, Sarah

Sarah Aldea | Outreach Specialist – Folsom Lake College
El Dorado Center | 6699 Campus Drive | Placerville, CA 95667
Rancho Cordova Center | 10259 Folsom Boulevard | Rancho Cordova, CA 95670
p. 530.642.5623 | f. 530.626.9844 | aldeas@flc.losrios.edu | www.flc.losrios.edu

AS sign per Joany
 Joany need to sign?