



LIMITED PURCHASE ORDER
(Not to Exceed \$200.00)

| | |
|---|---|
| VENDOR NAME AND ADDRESS: Patrick Rutz 108 N. Falls Drive Folsom, CA 95630 | DELIVERY INSTRUCTIONS: <input type="checkbox"/> Deliver to Address Below (Check one) <input type="checkbox"/> Will Call Patrick to P/U check Please call when available 916 862-3992 |
|---|---|

| ITEM | DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES | ORDERED | | | UNIT PRICE | TOTAL |
|------|--|----------|------|-----------|------------|----------|
| | | QUANTITY | UNIT | STOCK NO. | | |
| 1 | Employee Reimbursement | | | | | \$153.06 |
| 2 | for out-of-pocket | | | | | |
| 3 | Chevron gas purchase | | | | | |
| 4 | | | | | | |
| 5 | M Tennis | | | | | |
| 6 | Djai Tournament | | | | | |
| 7 | 4/26 - 4/28/17 | | | | | |
| 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) | 153.06 |

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.

REQUESTED BY: Patrick Rutz TYPED/PRINT DATE: 5-1-17
PRutz SIGNATURE DATE: 5-1-17

Received by _____ Date _____
GENVA 4500 11 FL VI INST
 Bus. Unit Account Fund Org
67700 00000 2017 042H \$ 153.06
 Program Sub-Class BY Proj/Grnt Amount

APPROVED: [Signature] DEAN OR OTHER AUTHORIZED SIGNATURE DATE: 5.1.17
Jenny Harman VICE PRESIDENT, ADMINISTRATION DATE: 5/10/17

Bus. Unit Account Fund Org
 Program Sub-Class BY Proj/Grnt Amount

Chevron
215 Placerville
STN 00305078

04/28/17 23:09:48

E/VISA
XXXXXXXXXXXX4609

Invoice#: 7896968
Auth#: 621113

Pump#: 6
17.356G @ \$ 2.999/G
UNLE/Self \$ 52.05

Total \$ 52.05

Learn how to
EARN REWARDS
with a Chevron
or Texaco
Credit Card
See application
for details

THANK YOU FOR
CHOOSING CHEVRON

Chevron
215 Placerville
STN 00305078

04/28/17 23:08:32

E/VISA
XXXXXXXXXXXX9277

Invoice#: 7896966
Auth#: 07347C

Pump#: 5
20.343G @ \$ 2.999/G
UNLE/Self \$ 61.01

Total \$ 61.01

Learn how to
EARN REWARDS
with a Chevron
or Texaco
Credit Card
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for details

THANK YOU FOR
CHOOSING CHEVRON

Chevron C. S. I.
00096953
27513 Ward Ave
Kettleman City, CA

04/28/2017 906418304
07:22:53 PM

XXXXXXXXXXXX9277
VISA
INVOICE E/5336214
AUTH 01211C

PUMP# 10
UNLEAD REG 11.431G
PRICE/GAL \$3.499

FUEL TOTAL \$ 40.00

Total = \$ 40.00

CREDIT \$ 40.00
Swiped

Learn how to
EARN REWARDS
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or Texaco
Credit Card
See application
for details

Haney, Brenda

From: Haney, Brenda
Sent: Monday, May 01, 2017 9:43 AM
To: Croff, Jeanne
Cc: Wright, Matt
Subject: RE: Gas Reimbursement for Patrick Rutz

Complete an LPO –

Description: Employee Reimbursement for out-of-pocket Chevron Gas purchase – M/Tennis Date: Tournament Name:
Budget: GENFD 4500 11 FL.VI.INST 67700 00000 042H
Attach: original Chevron Receipt –
Submit to BSO – to my attention.

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Croff, Jeanne
Sent: Monday, May 01, 2017 9:14 AM
To: Haney, Brenda <haneyb@flc.losrios.edu>
Subject: Gas Reimbursement for Patrick Rutz

Good Morning Brenda,

I know you spoke to Matt about reimbursing Patrick Rutz (M Tennis) for purchasing gas for the trip home for one of the district vehicles. I just want some additional information as to how to request reimbursement. I assume it is best to just submit a CBR payable to Patrick and leave the budget string blank for Monica/Jae to complete. Is that correct? I don't think it should be added to Patrick's Team Expense form for the trip.

Your thoughts?

Thanks,

Jeanne Croff

Administrative Assistant to Dean of Instruction

Kinesiology/Health/Athletics/Nutrition

Folsom Lake College

10 College Parkway

Folsom, CA 95630

916 608-6687

FAX 916 608-6896