



**LIMITED PURCHASE ORDER**  
(Not to Exceed \$200.00)

<b>VENDOR NAME AND ADDRESS:</b> <i>Sondra Lee</i> <i>103 Baldwin Lake Circle</i> <i>Folsom, CA 95630</i>	<b>DELIVERY INSTRUCTIONS:</b> <input checked="" type="checkbox"/> Deliver to Address Below (Check one) <input type="checkbox"/> Will Call  <i>CA-107 Rachel Rosenthal's mail box</i>
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ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	<i>Case of 8oz waters for interviewees in 2nd level interviews</i>	<i>1</i>	<i>case</i>			<i>\$4<sup>98</sup></i>
2						
3						
4						
5						
6						
7						
8						
9						
10						

<b>Purchases Charged to Categorical Programs, Grants or Special Projects</b> 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	
	<b>TOTAL</b> (Not to Exceed \$200.00)	<i>\$4<sup>98</sup></i>

**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: <i>Sondra Lee</i> TYPED/PRINT: _____ DATE: <i>9/23/16</i>	Received by: _____ Date: _____ <i>GENFD/5200/11 / FL.CP.OFFC</i> Bus. Unit Account Fund Org
REQUESTED BY: <i>Sondra Lee</i> SIGNATURE: _____ DATE: <i>9/23/16</i>	Program Sub-Class BY Proj/Grnt Amount <i>00100/00000/2017/041A \$4<sup>98</sup></i>
APPROVED: <i>Rachel Rosenthal</i> DEAN OR OTHER AUTHORIZED SIGNATURE: _____ DATE: <i>9/26/16</i>	Bus. Unit Account Fund Org / / / /
APPROVED: <i>Kathleen Kusblin</i> VICE PRESIDENT, ADMINISTRATION: _____ DATE: <i>10/12/16</i>	Program Sub-Class BY Proj/Grnt Amount / / / / \$

**From:** [Haney, Brenda](#)  
**To:** [Lee, Sondra](#)  
**Subject:** F3162\_LEE, SONDRA\_REQUEST FOR REIMBURSEMENT  
**Date:** Wednesday, October 12, 2016 2:03:29 PM  
**Attachments:** [F3162\\_LEE, SONDRA.pdf](#)  
**Importance:** High

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Hi Sondra –

Thank you for resubmitting the this reimbursement request F3162 with the original receipt and for sharing why you did not checkout a FLC Raley’s purchase card, and instead decided to purchase this items on the same receipt with your own personal items. Your request has been submitted to DO Accounting as-is for processing. They will inform us should they require anything further to issue a reimbursement.

**Please be Advised:**

Whenever BSO receives a request for reimbursement such as this - we are required to inform you the requester that it is LRCCD Policy requires that all out-of-pocket purchases for the colleges be pre-approved (by your Dept. Manager), and that purchased items must have a separate receipt, (personal items should not be co-mingled and purchased in the same transaction or receipt). Please apply these instructions for all future out-of-pocket expenses that you will be seeking reimbursement for.

Thank you,

*Brenda Haney*

Business Services

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

☎ 916.608.6635 | ✉ [haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)

# Raley's

Get Something Extra  
at Raleys.com

TERM# 4 STORE# 410 OPERATOR# 686216  
09/12/16 17:03:06  
RALEY'S (800)925-9989

SOMETHING EXTRA ACCT. XXXXXXXX9059

<b>Grocery Items</b>			
AMY BOWLS BROCCOLI	01	4.48	F
=> 3.99 Sale price		-.49	F
AMY BOWLS CHILI MC	01	4.48	F
=> 3.99 Sale price		-.49	F
CHIA SEEDS	01	9.69	F
0.97 lb @ 1 lb /	9.99		
RALEY'S BLUEBERRIES	01	3.98	W
RALEY'S WATER	01	4.98	F
+CRV 35PACK GROCERY	01	1.75	F
Points Ineligible Item			
RALEYS FF CHOPPED	01	1.98	W
Regular Price		2.99	
RALEYS ORG MANGO	01	3.98	W
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SWEET LEAF STEVIA	01	12.99	F
\RALEYS STRWBERRS	01	3.98	W
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<b>Produce Items</b>			
BANANAS	01	3.14	W
4.99 lb @ 1 lb /	.63		
JICAMA	01	2.86	W
2.40 lb @ 1 lb /	1.19		
MARIE DRNG RASPBE	01	3.99	F
MARIES DRSG ITALIA	01	3.99	F
<b>General Merchandise</b>			
VITAFUSION WOMENS	01	12.99	TD
<b>Deli Items</b>			
GLDN CHX SALAD	01	7.67	F
HOMESTYLE MEATLOAF	01	6.99	F
=> 5.00 Sale price		-1.99	F
Regular Price		7.99	
RALEYS MON JACK	01	8.98	F
RALEYS SHRED MILD	01	4.98	F
Regular Price		5.49	
SUBTOTAL		112.87	
8% TAX CA		1.04	
TOTAL		\$ 113.91	
CREDIT CARDS		113.91	

XXXXXXXXXXXX8333

02932C  
CASH CHANGE .00

NUMBER OF ITEMS 21

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CREDIT CARD PAYMENT

09/12/16 17:04:25

M Acct XXXXXXXXXXXX8333

Withdrawal from CREDIT CARDS 113.91

RESPONSE CODE 02932C  
RMOO Cash back .00

CONTINUED ON BACK SIDE



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CONTINUED ON BACK SIDE

Folsom Lake College Business Services  
LPO - YOUR ACTION REQUIRED

To: Lee, Sonda  
Date: 9/27/16 LPO No. F3162

<input type="checkbox"/>	Dean/Mgr/Supv approval required
<input type="checkbox"/>	IT Approval Required - (Software)
<input type="checkbox"/>	Complete & Sign Box for Categorical Funds
<input type="checkbox"/>	Vendor Quote Required
<input type="checkbox"/>	PRE-PAY - PRO FORMA Invoice Required
<input type="checkbox"/>	Budget coding required
<input type="checkbox"/>	LPO total Exceeds Available Budget
<input checked="" type="checkbox"/>	Reimbursement - Original Receipt Required
<input type="checkbox"/>	Provide request for budget transfer / increase
<input type="checkbox"/>	Equipment (6490) - Use REQ GS-127 form
<input type="checkbox"/>	Upon Delivery - Sign Gold/Receiver & Attach Packing List
<input type="checkbox"/>	Please Return to Business Services
COMMENTS:	
Thank you, Brenda Haney	