



LIMITED PURCHASE ORDER
(Not to Exceed \$200.00)

VENDOR NAME AND ADDRESS: Sondra Lee 103 Baldwin Lake Circle Folsom, CA 95630 C/O FLC B80	DELIVERY INSTRUCTIONS: <input checked="" type="checkbox"/> Deliver to Address Below (Check one) <input type="checkbox"/> Will Call Put in workroom mail slot in CA-building
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ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	Snacks for IEPI PRT on 9/20					\$ 31.49
2	(Raley's)					
3	Lunch for IEPI PRT on 9/20					\$ 59.62
4	(Panera Bread)					

Folsom Lake College Business Services
LPO - YOUR ACTION REQUIRED

To: **Lee, Sondra**
 Date: **9/28/16** LPO No. **F3163**

Dean/Mgr/Supv approval required
 IT Approval Required - (Software)
 Complete & Sign Box for Categorical Funds
 Vendor Quote Required
 PRE-PAY - PRO FORMA Invoice Required
 Budget coding required
 LPO total Exceeds Available Budget
 Reimbursement - Original Receipt Required
 Provide request for budget transfer / increase
 Equipment (6490) - Use REQ 6S-127 form
 Upon Delivery - Sign Gold/Receiver & Attach Packing List
 Please Return to Business Services

COMMENTS:
Documentation, Requirements for 5200/ Fed Exps. Meeting Agenda & list of Attendees.
Thank you, Brenda Haney

SUB-TOTAL	
SALES TAX	
TOTAL (Not to Exceed \$200.00)	\$ 91.11

REQUESTED BY: **Sondra Lee** DATE: **9/27/16** Bus. Unit: **GENED/5200/11** Account: **/FL.CP.OFFC**

REQUESTED BY: **Sondra Lee** DATE: **9/27/16** Program: **60100/00000/2017/041A** BY: **/** Proj/Grnt: **/** Amount: **\$ 91.11**

APPROVED: **Rachul Rosenthal** DATE: **9/28/16** DEAN OR OTHER AUTHORIZED SIGNATURE

APPROVED: _____ DATE: _____ VICE PRESIDENT, ADMINISTRATION

for FLC
in for reimb
9/20

Raley's

Get Something Extra
at Raleys.com

TERM# 9 STORE# 410 OPERATOR# 889
09/19/16 RALEY'S (800)925-9989 18:04:40

SOMETHING EXTRA ACCT. XXXXXXXX9059	
BANANAS 01	1.61 W
2.55 lb @ 1 lb / .63	
CLEMENTINES 01	5.99 W
RFF TRAIL MIX (CP- 01	9.93 F
Regular Price	11.99
RED SEEDLSS GRAPES 01	6.92 W
2.78 lb @ 1 lb / 2.49	
Regular Price	11.09
FRITO LAY VARIETY 01	6.99 F
SE 20 Extra Points!	
Regular Price	8.99
SUBTOTAL	31.49
TAX DUE	.00
TOTAL	\$ 31.49
CREDIT CARDS	31.49
XXXXXXXXXXXX8333	
08879D	
CASH	CHANGE .00

NUMBER OF ITEMS 5

CREDIT CARD PAYMENT

09/19/16 18:06:26

M Acct XXXXXXXXXXXX8333

Withdrawal from CREDIT CARDS 31.49

RESPONSE CODE 08879D

RM00 Cash back .00

Ref #167722 Merch #06626671001

F3163
Lee, Sondra

From: no-reply@panera.com
Sent: Tuesday, September 20, 2016 9:52 AM
To: Lee, Sondra
Subject: Your Panera Order - 78378088

For IEPI PRT Visit

Thanks for your order!

Order number:
78378088

Time Ready:
11:40 AM

Please find your order on the Rapid Pick-up shelf in the cafe.

Please contact us at 855-3-PANERA (855-372-6372) if you need any assistance with your order.



[Placeholder box]

Order Type: Take Out
Cafe Address: 380 Palladio Pkwy, Folsom, CA 95630, 916-984-4953
Date: 09/20/2016
Time Ready: 11:40 AM

[Placeholder box]

Whole Romaine & Kale Caesar Salad with Chicken \$ 8.99

Kindred Murillo

with French Baguette

Whole Caesar Salad with Chicken \$ 8.29

Jasmine Ruys

with French Baguette

Whole Green Goddess Cobb Salad with Chicken \$ 9.79

Virginia Ralva Moran

with French Baguette

Whole Caesar Salad with Chicken \$ 8.29

Robin Steinback

with French Baguette

You Pick 2 \$ 9.68

Cup Vegetarian Creamy Tomato Soup

Jason Parks

Half Roasted Turkey & Avocado BLT

with French Baguette

You Pick 2 \$ 9.08

Cup Vegetarian Creamy Tomato Soup

Rebecca Warren-Morlett

From: no-reply@panera.com
Sent: Tuesday, September 20, 2016 9:52 AM
To: Lee, Sondra
Subject: Your Panera Order - 78378088

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Virginia Ralva Moran

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Whole Caesar Salad with Chicken \$ 8.29

Robin Steinback

with French Baguette

You Pick 2 \$ 9.68

Cup Vegetarian Creamy Tomato Soup

Jason Parks

Half Roasted Turkey & Avocado BLT

with French Baguette

You Pick 2 \$ 9.08

Cup Vegetarian Creamy Tomato Soup

Rebecca Warren-Marlatt

Half Turkey Sandwich
with Avocado

with French Baguette

Medium Iced Tea *Jasmine* \$ 2.39

Medium Iced Tea *Robin* \$ 2.39

Subtotal \$ 58.90

Tax \$ 0.72

Total \$ 59.62

Type	Amnt.	Exp. Date	Balance
VISA 8333	\$ 59.62	10/18	

MyPanera Number: 999931038031

Available Rewards: 0

No rewards, no worries. Just be sure to show your MyPanera card (or tell us your phone number) each time you visit to keep the surprises coming.

We bake our items fresh daily and will try our best to fulfill your order exactly as you specify. However, should an issue occur, we'll do our best to replace, substitute or work with you on arrival to adjust the order to your liking.

Your feedback is important to us. Let us know how we can help by contacting us [here](#).

Need to cancel your order? [Click here](#) to start the cancellation process. A one hour lead time is required.



INSTITUTIONAL EFFECTIVENESS PARTNERSHIP INITIATIVE
Participate | Collaborate | Innovate

Partnership Resource Team (PRT)
Brief Professional Profiles

Client Institution	Folsom Lake College
PRT Member Name	Kindred Murillo
Home Institution	Lake Tahoe Community College District
Title and Functions	Superintendent/President
Areas of Expertise Related to Client Institution's Areas of Focus	<ul style="list-style-type: none"> • Enrollment Management • Financial Stability • Strategic and Master Planning • Community College Governance • Organizational Alignment and Development
PRT Member Name	Virginia Rabor Moran
Home Institution	Victor Valley College
Title and Functions	Executive Dean, Institutional Effectiveness and Research
Areas of Expertise Related to Client Institution's Areas of Focus	<ul style="list-style-type: none"> • Data analysis supporting enrollment management • Strategy development • Project management
PRT Member Name	Jason Parks
Home Institution	Norco College
Title and Functions	Professor of Mathematics, Chair of Math & Sciences
Areas of Expertise Related to Client Institution's Areas of Focus	<ul style="list-style-type: none"> • Scheduling • Enrollment Management
Other Details or Comments of Interest to Colleagues	Chair of Norco College's Academic Planning Council (Council of Department Chairs)
PRT Member Name	Jasmine Ruys
Home Institution	College of the Canyons
Title and Functions	Director, Admissions, Records, and Online Services
Areas of Expertise Related to Client Institution's Areas of Focus	<ul style="list-style-type: none"> • 3SP • Educational Planning • Degree Audit • Admissions and Records
Other Details or Comments of Interest to Colleagues	CACCRAO Past President, Member of SSSPAC, Implemented Online Education Plan

PRT Member Name	Robin L. Steinback, Ph.D.
Home Institution	Moreno Valley College/Riverside Community College District
Title and Functions	Vice President Academic Affairs/Accreditation Liaison Officer
Areas of Expertise Related to Client Institution's Areas of Focus	<ul style="list-style-type: none"> • Enrollment Management • Comprehensive Master Planning • Strategic Planning • Accreditation • Curriculum and Program Development
Other Details or Comments of Interest to Colleagues	I have served on the CCCCIO Executive Board (representing Area X), System Advisory Committee on Curriculum (2012-2014; present), and SB1440 Oversight and Implementation Committee (2012-2013). I look forward to learning from you, sharing strategies and practices.
PRT Member Name	Rebecca Warren-Marlatt, Ed.D.
Home Institution	Crafton Hills College
Title and Functions	Vice President, Student Services
Areas of Expertise Related to Client Institution's Areas of Focus	<ul style="list-style-type: none"> • Matriculation/onboarding processes for students • Online orientation, educational planning and retention tools • Development of district and site-level enrollment management plans • Growth strategies • Some experience with scheduling systems (Resource 25)
Other Details or Comments of Interest to Colleagues	Executive sponsor for the EPI pilot (CHC is the lead college)

SONDRA LEE
Administrative Assistant
Folsom Lake College President's Office
Phone: 916-608-6572 • Fax: 916-608-6743

TO: Brenda Haney

DATE: 9/29

Urgent! For your information
 Confidential Per your request
 For Your Approval For your files
 Please sign and return Please review/comment
 Please call to discuss Please reply

COMMENTS: Added list of attendees - no meeting agenda - this was the IEPI PRT visit - snacks for the breakout room and lunch (Aramark's minimum is 12 people).