



LOS RIOS COMMUNITY COLLEGE DISTRICT
 1919 Spanos Court • Sacramento, CA 95825-3981

P.O. No. **F 3273**

Date **1/5/17**

LIMITED PURCHASE ORDER
 (Not to Exceed \$200.00)

VENDOR NAME AND ADDRESS: <i>Kathleen Kurklin</i>	DELIVERY INSTRUCTIONS: <input checked="" type="checkbox"/> Deliver to Address Below (Check one) <input type="checkbox"/> Will Call <i>Mail Box in CA building</i>
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ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	<i>Panara Bread lunches for</i>	<i>5</i>	<i>lunches</i>			<i>\$ 48.31</i>
2	<i>Exec Team working lunch</i>					
3	<i>during Exec Team Retreat</i>					
4	<i>on 1/4/17</i>					
5						
6						
7						
8						
9						
10						

ENTERED
inside

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)	\$ 48.31

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.

Sondra Lee *1/5/17*
 REQUESTED BY: TYPED/PRINT DATE

Sondra Lee *1/5/17*
 REQUESTED BY: SIGNATURE DATE

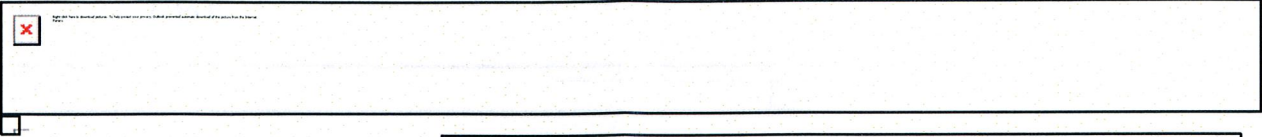
Jenny Harman *1/10/17*
 APPROVED: DEAN OR OTHER AUTHORIZED SIGNATURE DATE

Kathleen Kurklin *1/9/17*
 APPROVED: VICE PRESIDENT, ADMINISTRATION DATE

Received by	Date
<i>GENFD/5200/11/FL.CP.OFFC</i>	
Bus. Unit Account Fund Org	
<i>60100/00000/2017/041A</i>	<i>\$ 48.31</i>
Program Sub-Class BY Proj/Grnt	Amount
Bus. Unit Account Fund Org	
Program Sub-Class BY Proj/Grnt	Amount

Lee, Sondra

From: Panera Bread <no-reply@panera.com>
Sent: Wednesday, January 04, 2017 8:39 AM
To: Lee, Sondra
Subject: Your Panera Order - 97252499



Thanks for your order!



Order number:
97252499

Order Type

Take Out

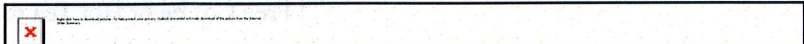
Cafe Address

380 Palladio Pkwy
Folsom, CA 95630
916-984-4953

Time Ready:
11:45 AM

Date: 01/04/2017

Time Ready: 11:45 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.



Whole Roasted Turkey & Avocado BLT \$ 9.49

Monica Paetol

with Chips

Whole Green Goddess Cobb Salad with Chicken \$ 9.79

with On Side Green Goddess Dressing
with No Pickled Red Onions

with French Baguette

Holly Senecal

Whole Turkey Sandwich \$ 7.99

with Classic White Bread Loaf
with American

with Chips

Melanie Dixon

Regular Soda \$ 2.39

Whole Spicy Thai Salad with Chicken \$ 9.29

with French Baguette

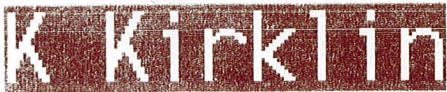
Dan McKechnie

You Pick 2 \$ 8.78

Half Napa Almond Chicken Salad Sandwich

Cup Vegetarian Creamy Tomato Soup

Kathleen Kirklin



1/4/2017 11:42:09 AM

Rapid Pickup Cashier: Rapid Pick Up

- [] 1 Online Order
#97252499
- [] 1 BLT Rst Tky Avc Sdw
1 Chips
- [] 1 Grn Goddess Cobb Chx
+ 1 OS Grn Goddess Drs
No Pickled Red Onion
1 French Baguette
- [] 1 Turkey Sandwich
No WG Pan Loaf
White Bread
+ 1 American Cheese
1 Chips
- [] 1 Md Soda
- [] 1 Thai Chicken Salad
1 French Baguette
- [] 1 You Pick 2
1 1/2 Napa AlmdChx Sdw
1 Cup Creamy Tomato So
1 French Baguette

Total 48.31

-Acct:XXXXXXXX1581
AuthCode:083926
Trans#:0

[] Utensils

Order Checked By

Bag ___ Of ___

Accuracy Matters,

Your order should be correct every time.
If it's not, we'll fix it right away, and
give you a free treat for your trouble.
Just let any associate know.

Cafe Order 930861

with French Baguette

Subtotal \$ 47.73
Tax \$ 0.58

Total \$ 48.31

[x] _____

Type	Amnt.	Exp. Date	Balance
VISA 1581	\$ 48.31	05/20	

[x] _____

MyPanera Number: 999931038031

Available Rewards: 1
(1) Free Coffee or Hot Tea or Soda (Expires 2017-03-05)

Visits Until Next Reward: 4

Visits to Next Reward: 4

d will try our best to fulfill your order exactly as you specify. However, should an
replace, substitute or work with you on arrival to adjust the order to your liking.

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

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

Executive Team Planning Retreat
January 4, 2017 9:00 am - 2:00 pm
Founder's Room, Harris Center

AGENDA

- 2016-17 Mid-Year Achievements * Kathleen
 - 2016-17 Desired Outcomes *
 - 2015-16 End of Year Achievements*

- Planning Molly
 - ADP/AUP Timeline
 - Strategic Plan Update
 - Enrollment Plan

- Integration of SSSP, SEP, Basic Skills Melanie

- Organizational Structure All

- Facilities Requests and Planning All

- Other All

* Handout