



LIMITED PURCHASE ORDER
(Not to Exceed \$200.00)

VENDOR NAME AND ADDRESS: Heather Keyes #0629546	DELIVERY INSTRUCTIONS: <input type="checkbox"/> Deliver to Address Below (Check one) <input checked="" type="checkbox"/> Will Call FLC BSD
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ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	car battery	—	—	—	—	118.41
2						
3	Student Reimbursement for	1	EA	Car Battery		97.53
4	Basic Auto Repair and	1	EA	CORE Disp. Fee		12.00
5	Maintenance Allowable					
6	under CARE Program 2016/17.					
7						
8	ST10: 0629546 Heather Keyes.					
9						
10	Revised per attached email 3/13/17.					

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

CARE
Program Name
For grants/special projects: **412A**
Project/Grant Number
E. Cook
Program Director/Coord. Signature
7000/412A - Basic auto repair & maintenance
Program Goal/Objective Number/Explanation

SUB-TOTAL	109.53
SALES TAX	9.18 8.49
TOTAL (Not to Exceed \$200.00)	118.71 118.02

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: **Libby Cook** TYPED/PRINT DATE: **2.23.17**

REQUESTED BY: **Elizabeth Cook** SIGNATURE DATE: **2.23.17**

APPROVED: **[Signature]** DEAN OR OTHER AUTHORIZED SIGNATURE DATE: **2.27.17**

APPROVED: **Jany Harman** VICE PRESIDENT, ADMINISTRATION DATE: **3/11/17**

Received by	Date			
GENFD 7334 plus CARE FL. VS. CARE	2.23.17			
Bus. Unit	Account	Fund	Org	Amount
73100	00000	2017	412A	\$ 118.02
Program	Sub-Class	BY	Proj/Grnt	Amount
Bus. Unit	Account	Fund	Org	Amount
Program	Sub-Class	BY	Proj/Grnt	Amount

From: [Cook, Libby](#)
To: [Haney, Brenda](#)
Subject: RE: PLEASE ADVISE_ STUDENT REIMB_HEATHER KEYES_F3710
Date: Monday, March 13, 2017 8:38:57 AM

Hello,

Thank you for catching my oversight. 😊

CARE funds cannot be used to reimburse the “Phone Charge” (\$8.88 + \$0.69 S/TX = \$9.57).

The amount to be reimbursed with CARE funds is \$118.02.

Thank you,

Libby

From: Haney, Brenda
Sent: Monday, March 13, 2017 8:33 AM
To: Cook, Libby <CookE@flc.losrios.edu>
Subject: PLEASE ADVISE_ STUDENT REIMB_HEATHER KEYES_F3710

Hi Libby –

Attached LPO F3710 requests reimbursement of \$127.59 to Student: Heather Keyes – for 1 CAR BATTERY . However in reviewing the receipt it appears that the cost of battery replacement calculates out to: \$118.02 (\$97.53 (Battery + 12.00 (CORE Disposal Fee + 8.49 S/TX= \$118.02), this leaves an unexplained variance of \$9.57

Please Advise – the receipt submitted includes an \$8.88 Phone Charge, (\$8.88 + \$0.69 S/TX = \$9.57) - can you please explain what this charge is for, and how it relates to the cost of car battery or otherwise is justified by the CARE Program Basic Auto Repair and Maintenance allowance to students.

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

Revised July 2016

Purpose of Expenditure	Object Code	Authorized	Not allowable
Basic auto repair and maintenance	7000(B)	Yes. Students must show proof of ownership and have auto insurance coverage for vehicle, and that vehicle is used as primary means of transportation to classes; no more than \$1,000 per semester shall be awarded per student for all basic auto repair and maintenance, i.e., oil change, lubrication and tune-ups; also, limited purchase of tires, batteries, etc. ; must be administered according to college fairness policy Auto repair and maintenance service must be provided by campus automotive technology program or certified/licensed business off-campus. Service provider shall provide a detailed invoice to campus CARE program for payment.	No engine overhauls or servicing costs exceeding \$1,000 per semester unless preauthorized by Chancellor's Office. No stand-alone diagnostic fees unconnected to actual auto repair procedure.
Gasoline cards	7000(B)	Yes	CARE funds shall not be used to supplant any federal, state and local assistance to which students are entitled, including funds and services provided to student by financial aid, campus programs, public agencies (i.e., county welfare departments) and Tribal TANF. <u>Reference:</u> Title 5, section 56252
Other transportation services	7000(B)	Yes, if verified that service is most reasonable means of providing transportation to and from class	CARE funds shall not be used to supplant any federal, state and local assistance to which students are entitled, including funds and services provided to student by financial aid, campus programs, public agencies (e.g., county welfare departments) and Tribal TANF. <u>Reference:</u> Title 5, section 56252

Commented [JF1]: No "Uncle Joe"
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000		0 * 00 *
000		0 * 00 *
Battery	97 * 53	+
CORE DISP	12 * 00	+
002	109 * 53	◇
	109 * 53	×
2/TAY	7 * 75	%
	8 * 49	+
Total	118 * 02	+
003		118 * 02 *

I, Heather Keyes, am a current EOPS and CARE student at Folsom Lake College. Recently, my vehicle (and primary transportation to class) required auto repair service in the amount of \$127.59. The vehicle is fully insured in my name.

I am requesting a one-time amount of \$127.59 to cover the cost of the auto repairs to my vehicle. Attached to this request is the receipt of the cost of the repairs.

Heather Keyes

Student Name (printed)

0629546

Student ID

[Signature]

Student Name (signed)

See back of receipt for your chance to win \$1000

ID #: 7KZGPTMITGJ

Heather Keyes
#0629546
Walmart
Save money. Live better.

(916) 983 - 1090
MANAGER HEIDI HARMAN
1018 RILEY ST
FOLSOM CA 95630

ST# 01760 OP# 007345 TE# 74 TR# 01165
PHON: GHE 08882551543
PRODUCT SERIAL # JCF160044176
OK BATT 58R-3 068113144196 97.53
OK BATT CORE FE 068113107867 12.00
SUBTOTAL 118.41
TAX 1 7.750 9.15
CASH TEND 120.00
CHANGE DUE 0.41
ITEMS SOLD 3

TC# 3845 5363 3134 1406 8734 4



*****SAVE RECEIPT*****
* RETURN OLD BATTERY FOR PROPER *
* RECYCLING AND REFUND OF BATTERY *
* DEPOSIT WITH THIS RECEIPT *

01/17/17 18:20:34
Store receipts on your phone. Walmart Pay.



Heather Keyes
#0629546
Walmart
Save money. Live better.

(916) 983 - 1090
MANAGER HEIDI HARMAN
1018 RILEY ST
FOLSOM CA 95630

ST# 01760 OP# 007345 TE# 74 TR# 01165

AUTOMOTIVE BATTERY DATE VERIFICATION

U 681131441960

DESCRIPTION: BATT 58R-3

DATE: 01/17/17 18:20:34

AUTOMOTIVE BATTERY RETURN REQUIREMENTS

RECEIPT IS NECESSARY TO VALIDATE DATE OF PURCHASE FOR WARRANTY ADJUSTMENTS. ADJUSTMENTS WITH OUT RECEIPT WILL BE MADE USING THE MANUFACTURE DATE OF BATTERY.

PLEASE KEEP RECEIPT FOR YOUR RECORDS

TC# 3845 5363 3134 1406 8734 4



PLEASE KEEP RECEIPT FOR YOUR RECORDS

Not Reimb

8.88?
-97.53
-12.00
= 8.49 5/12
-118.02

\$127.59

E-MAILED
2-22-17 TO Libby
SCANNED