



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

P.O. No. **F 3713**

Date **5.8.17**

LIMITED PURCHASE ORDER
(Not to Exceed \$200.00)

| | |
|---|--|
| VENDOR NAME AND ADDRESS: <i>Libby Cook</i> <i>Chf FLC BSD</i> <i>Employee Reimbursement</i> | DELIVERY INSTRUCTIONS: <input type="checkbox"/> Deliver to Address Below (Check one) <input checked="" type="checkbox"/> Will Call |
|---|--|

| ITEM | DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES | ORDERED | | | UNIT PRICE | TOTAL |
|------|--|----------|-------|-----------|------------|------------------------|
| | | QUANTITY | UNIT | STOCK NO. | | |
| 1 | Supplies for EOY Celebration (Tues. Morning) | | 31.19 | / | | 31.19 28.95 |
| 2 | " " " " JoAnn | | 12.92 | / | | 12.92 11.99 |
| 3 | " " " " Dollar Tree | | 3.23 | / | | \$3.00 |
| 4 | " " " " Michaels | | 34.87 | | | \$32.45 |
| 5 | " " " " Walmart | | 11.80 | / | | \$11.00 |
| 6 | | | 94.01 | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

| | |
|---|---|
| Purchases Charged to Categorical Programs, Grants or Special Projects This purchased is in compliance with the requirements of: <u>EDPS</u> <i>ECook</i> Program Name: <u>408B</u> For grants/special projects Program Director/Coord. Signature: <u>ECook</u> Project/Grant Number: <u>EDPS End-of-Year Celebration</u> Program Goal/Objective/Number/Explanation: | SUB-TOTAL 87.39 87.39 SALES TAX 6.62 6.62 TOTAL 94.01 94.01 (Not to Exceed \$200.00) |
|---|---|

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.

Libby Cook 5.4.17

REQUESTED BY: TYPED/PRINT DATE
ECook 5.4.17

REQUESTED BY: SIGNATURE DATE
[Signature] 5.8.17

APPROVED: DEAN OR OTHER AUTHORIZED SIGNATURE DATE
Jenny Harman 5/15/17

APPROVED: VICE PRESIDENT, ADMINISTRATION DATE

Received by _____ Date _____

GENPD / 4500 / 12 / FL.VS. EDPS

Bus. Unit Account Fund Org
64300 63000 / 00000 / 2017 / 408B \$ 94.01

Program Sub-Class BY Proj/Grnt Amount
63000 / 00000 / 2017 / 408B \$ ~~94.01~~

Bus. Unit Account Fund Org
 / / / / \$

Program Sub-Class BY Proj/Grnt Amount

LOS RIOS COMMUNITY COLLEGE DISTRICT

American River College • Cosumnes River College • Folsom Lake College • Sacramento City College

PURCHASE ORDER TERMS AND CONDITIONS

1. **APPLICABLE LAW:** The contract resulting from this order shall be governed by the laws of the State of California
2. **COMPLETION OF ORDERS:** LRCCD reserves the right to withhold payment until order is completed.
3. **DISCOUNTS:** Please show cash payment discount offered on your invoice in connection with any discount offered, time will be computed from date of delivery of the supplies or equipment, or from date correct invoices are received in the office specified by LRCCD if the latter date is later than the date of delivery. Payment is deemed to be made for the purpose of earning discount, on the date payment is mailed or on behalf of LRCCD.
4. **INVOICES:** Invoices shall be prepared and submitted in duplicate unless otherwise specified. Invoices shall contain Purchase order number, date, description of items, sizes and quantities, unit prices, extended totals, place and date of delivery. Invoices or vouchers not on printed bill heads shall be signed by the CONTRACTOR or person furnishing the supplies or services. Every invoice shall be properly itemized. If LRCCD has not received billing for product or services within a one year period LRCCD will not be held responsible for satisfying the debt.
5. **CHANGES:** No change or modification in terms, quantities, or specifications may be made without express authorization in writing from the LRCCD Purchasing Office and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. If unit cost of any item exceeds the amount shown by 10% or \$250.00 whichever is less do not ship. Contact LRCCD Purchasing at the phone number provided.
6. **BILL OF LADING:** If Bill of Lading is applicable to this order, send originals to "Ship to" address and duplicate Bill of Lading with invoices to "Bill to" address. All correspondence, invoices, bills of lading, shipping memos, packages, etc., must show purchase order number. If factory shipment, advise factory to comply.
7. **TRANSPORTATION CHARGES:** Invoices for prepaid transportation charges must be supported by original receipted expense bills.
8. **FOB POINT AND FREIGHT CHARGES:** Unless otherwise specified on this order, all items shall be delivered FOB Destination. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose will be paid by LRCCD unless expressly included and itemized in the order. Unless otherwise shown, on "FOB Shipping Point" transactions, CONTRACTOR shall arrange for lowest cost transportation, prepay and add freight to invoice and furnish supporting freight bills if the amount exceeds \$50.00. On "FOB Shipping Point" transactions, should any shipments under this purchase order be received by LRCCD in a damaged condition and any related freight loss and damage claims filed against the carrier or carriers be wholly or partially declined with the inference that damage was the result of the act of the shipper such as inadequate packaging or loading or some inherent defect in the equipment and/or material, CONTRACTOR on request of LRCCD shall at CONTRACTOR's own expense assist LRCCD in establishing carrier liability by supplying evidence that the equipment and/or materials was properly constructed, manufactured, packaged, and secured to withstand normal transportation conditions. Shipments that are California intrastate in nature and where freight is to be borne by LRCCD shall be tendered to carriers with written instructions that rate and charges may not exceed the lowest lawful rates on file with the California Public Utilities Commission.
9. **PATENT INDEMNITY:** The CONTRACTOR shall hold LRCCD, its officers, agents and employees harmless from alleged liability of any nature or kind, including costs and attorney fees and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
10. **TAXES:** Certain articles sold to LRCCD are exempt from certain Federal excise taxes. LRCCD will reimburse the CONTRACTOR for, or pay directly, all California State and local sales and use taxes applicable to this purchase.
11. **EQUAL OPPORTUNITY EMPLOYER:** The acceptance of this purchase order by a supplier of goods and services is a certification that such supplier complies with all provisions of executive order 11246 and is an equal opportunity employer.
12. **GENERAL SAFETY ORDERS:** All materials, supplies and services sold to LRCCD shall conform to the general safety orders of the State of California. All materials, except as otherwise specified, must be new and of the best quality of their respective kinds.
13. **INDEMNIFICATION:** CONTRACTOR shall indemnify, defend and hold harmless LRCCD, its trustees, officers, agents, employees and volunteers, from any and all claims, demands, suits, causes of action, damages, penalties, breaches of this agreement, infringement of patent rights, costs, expenses, violations of employee occupational health and safety laws, attorney fees, losses or liability, property damage, personal injuries to or death of persons, arising out of, alleged to have arisen out of, or relating in any way to CONTRACTOR's work to be performed under this agreement, except if caused solely by the negligence of LRCCD.
14. **TERMINATION:** LRCCD may terminate this agreement and be relieved of the payment of any consideration to CONTRACTOR should CONTRACTOR fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination LRCCD may proceed with the work in any manner deemed proper by LRCCD. The cost to LRCCD shall be deducted from any sum due the CONTRACTOR under this agreement and the balance if any, shall be paid the CONTRACTOR upon demand.
15. **ASSIGNMENT:** Without the written consent of LRCCD, this agreement is not assignable by CONTRACTOR either in whole or in part.
16. **PUBLIC WORKS PROJECTS:** CONTRACTOR must comply with Public Contract Code.
17. **CA LABOR CODE:** Pursuant to Section 1700, and following, the CONTRACTOR shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are on file at the Business Office of the Los Rios Community College District, 1919 Spanos Court, Sacramento, CA 95825. Those copies shall be made available to any interested party upon request. The CONTRACTOR shall forfeit, as penalty to the LRCCD, Fifty Dollars (\$50.00) for each calendar day or portion thereof, for each workman paid less than the stipulated prevailing rates for any work done under the contract by him/her or by any subcontractor under him, in violation of the provisions of such Labor Code.
18. **NOTICE:** Your employees may be exposed to hazardous substances during the course of their work while on LRCCD property. For additional information on the hazardous substances that your employees may be exposed to contact the LRCCD General Services Department at (916) 568-3048.
19. **INSURANCE:** CONTRACTOR shall, at all times, maintain in full force and effect the following insurance: Workers' Compensation, Commercial General Liability, Auto Liability, and Professional Liability if licensed professional. Policy limits for each shall be at least \$1,000,000 AND \$3,000,000 AGGREGATE for bodily injury, personal injury and property damage. Any combination of General Liability and Excess Coverage can be combined to meet the Aggregate. LRCCD shall be named as an additional insured on CONTRACTOR's policies. The CONTRACTOR shall provide a certificate of insurance and required endorsements to comply with this section at least 15 days prior to commencement of work under this contract. The certificate shall state that LRCCD will be given 30 days notice of any material change or cancellation in coverage.
20. **DISQUALIFIED EMPLOYEES:** CONTRACTOR shall ensure that persons who perform services on LRCCD property have not been convicted of any felony, or any controlled substance offense or any sex offense as those terms are defined by Education Code section 87008-87010. If LRCCD determines that any person employed by CONTRACTOR to work on LRCCD property is incompetent, unfaithful, intemperate, disorderly, abusive or is otherwise unsatisfactory, CONTRACTOR shall cause that employee to be removed from working on LRCCD property immediately, and that person shall not be employed again on LRCCD property.
21. **WORK AUTHORIZATION:** Prior to LRCCD's acceptance of this Agreement, CONTRACTORS who are not U.S. citizens must provide verification of (a) work authorization status from the appropriate U.S. Department of State; (b) a copy of their U.S. visa; (c) the number of days present in the U.S.; and (d) tax treaty status. LRCCD shall not make any payments to CONTRACTOR unless CONTRACTOR holds the appropriate U.S. visa. CONTRACTOR is responsible for ensuring they are in possession of the appropriate visa.
22. **WARRANTY:** CONTRACTOR expressly warrants that all materials, goods, equipment, services, and/or labor shall conform to the requirements set forth or incorporated into this order and any applicable industry standards or requirements, shall be merchantable and free from defects in workmanship, materials and/or design (including latent defects), and shall perform as specified. CONTRACTOR further warrants that all materials, goods, equipment, services, and/or labor will be fit and sufficient for the particular purposes intended by LRCCD. Unless agreed upon otherwise between LRCCD and CONTRACTOR, the warranty period shall be the longer of: (a) any express warranty included in this service agreement; (b) one year after the materials, goods, equipment, services, and/or labor are accepted by LRCCD; or (c) any warranty period provided under any applicable California law.

Tuesday Morning

Tuesday Morning, Inc.
685 East Bidwell St.
Folsom, CA 95630
(916) 984-3740

Customer copy

| | | |
|---------|---------------------|------|
| 1788378 | TURQ SOFT TCH LNCH | 3.99 |
| 1788378 | TURQ SOFT TCH LNCH | 3.99 |
| 1762509 | S4 BXD LED VOTIVE C | 6.99 |
| 1762509 | S4 BXD LED VOTIVE C | 6.99 |
| 1762509 | S4 BXD LED VOTIVE C | 6.99 |

SUB TOTAL \$28.95
SALES TAX \$2.24

TOTAL 5 Items \$31.19
Visa (\$31.19)
*****3829

Tax Breakdown:

| Tax Rate (Desc) | Taxable \$ | Tax |
|-----------------|------------|------|
| 1 7.75% (Tax R) | 28.95 | 2.24 |

Please Charge my Account as shown

Cardholder Signature Verified

Please retain for your records



00110200012322170426185733

JO-ANN
fabric and craft stores

1010 EAST BIDWELL STREET
FOLSOM, CA 95630
916-983-1884

| | |
|---|-------|
| JAS1 DOUBLE STICK TAPE PT 642709219255 | 1.99 |
| DARI TEXTURE VAL PACK WHI 718813202503 | *2.00 |
| REGULAR PRICE | 4.99 |
| AMCR CARDSTK 8X11 VALUE P 718813202534 | *2.00 |
| REGULAR PRICE | 4.99 |
| CORE CARDSTK VP BRILLIANT 889092079541 | *2.00 |
| REGULAR PRICE | 4.99 |
| CORE CARDSTK VP PRETTY PU 889092079565 | *2.00 |
| REGULAR PRICE | 4.99 |
| DARI BLACK 8 X 11 VAL PK 082676229732 | *2.00 |
| REGULAR PRICE | 4.99 |
| SUBTOTAL | 11.99 |
| STATE TAX 6.000 % | 0.72 |
| COUNTY TAX 1.750 % | 0.21 |
| TOTAL | 12.92 |
| DEBIT CARD | 12.92 |

PURCHASE USD\$12.92
*****6648 CHIP READ Visa
REF#: 032136 Approved

US DEBIT
A00000000980840

TC - 7CE5FC3270960669

ONLINE PIN VERIFIED
COOK/ELIZABETH
Mode: Issuer
TVR: 8000048000
IAD: 06010A03602000
TSI: 6800 ARC: 00

CUSTOMER COPY



992203011137172903



DOLLAR TREE STORES, INC.®

Store# 1228 (916) 983-1680
527 E Bidwell Street
Folsom CA 95630-3120

| DESCRIPTION | QTY | PRICE | TOTAL |
|-------------|-----|-------|-------|
| BALLOON | 1 | 1.00 | 1.00 |
| BALLOON | 1 | 1.00 | 1.00 |
| BALLOON | 1 | 1.00 | 1.00 |

Sub Total \$3.00
SALES TAX \$0.23
Total \$3.23
US DEBIT \$3.23
*****6648 Approved
Purchase Chip
Auth/Trace Number: 817681/019205
Chip Card AID: A00000000980840

Michaels

Where Creativity Happens™

MICHAELS STORE #2046 (916)983-2633

2715 E BIDWELL
FOLSOM, CA

Rewards Number: LMR90034649807

8-9845-0755-0715-3995-5111-5112-1891-1426



1212 SALE 5360 2046 001 4/08/17 18:11
2 GALLON TERRAR 76440887495 7.99 1 @ 7.99
(RETURN VALUE 3.99)

COUPON GET AN ITEM 50% OFF 4.00-

Coupon(s) Applied:

100100664780 50% AORPI

SUBTOTAL 3.99

Sales Tax 7.75% .31

TOTAL 4.30

ACCOUNT NUMBER *****3446

Visa 4.30

APPROVAL: 05696A CHIP ONLINE

Application Label: VISA CREDIT

AID: A000000031010

TVR: 0080008000

TSI: E800

This receipt expires at 180 days on 10/10/17

Now Hiring! Apply at <http://www.michaels.com/jobs>

Click. Buy. Create. Shop michaels.com today!

Michaels

Where Creativity Happens™

MICHAELS STORE #2046 (916)983-2633

2715 E BIDWELL
FOLSOM, CA

Rewards Number: LMR90034649807

8-9745-3755-0715-3995-5111-5112-1891-7466



1212 SALE 5358 2046 001 4/08/17 18:11
1/2 GALLON TERRAR 76440887495 7.99 1 @ 7.99
(RETURN VALUE 4.79)

COUPON GET AN ITEM 40% OFF 3.20-

Coupon(s) Applied:

400100391174 40% OFF ONE

SUBTOTAL 4.79

Sales Tax 7.75% .37

TOTAL 5.16

ACCOUNT NUMBER *****3446

Visa 5.16

APPROVAL: 01434A CHIP ONLINE

Application Label: VISA CREDIT

AID: A000000031010

TVR: 0080008000

TSI: E800

This receipt expires at 180 days on 10/10/17

Now Hiring! Apply at <http://www.michaels.com/>

Click. Buy. Create. Shop michaels.com today!

Get Savings & Inspiration! Text* SIGNUP to 273283

To Sign Up for Email & Text Messages.

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

ID #: 7LOGGR1GHLBY

Walmart

Save money. Live better.

(916) 724 - 0012

MANAGER STEVE TAPP

1400 LEAD HILL BLVD

ROSEVILLE, CA 95661

ST# 04202 OP# 009046 TE# 46 TR# 03517
WHT CPCKSTND 007089615227 5.50 X
WHT CPCKSTND 007089615227 5.50 X
SUBTOTAL 11.00
TAX 1 7.250 % 0.80
TOTAL 11.80
DEBIT TEND 11.80
CHANGE DUE 0.00

EFT DEBIT PAY FROM PRIMARY
11.80 TOTAL PURCHASE
US DEBIT **** * 6648 I 0
REF # 710400313061
NETWORK ID. 0081 APPR CODE 010218

US DEBIT
ATD A0000000980840
TC 7AA2814F3866E31D
*NO SIGNATURE REQUIRED
TERMINAL # SCO10148

04/13/17 17:44:38

ITEMS SOLD 2

TC# 8303 0029 0351 8226 7501



04/13/17 17:44:47

Store receipts on your phone. Walmart Pay.



0.00 *

Michaels 6.00 +

14.25 +

5.16 +

4.30 +

5.16 +

Total 34.87 *

0.00 *

Michaels

Where Creativity Happens.

MICHAELS STORE #1680 (916)789-2216

1192 GALLERIA BLVD.
ROSEVILLE, CA 95678
Rewards Number: LMR90034649807

8-9985-4815-1455-3230-1111-5111-1752-6344



796 SALE 3735 1680 001 4/13/17 14:03
1/2 GALLON TERRAR 76440887495 7.99 1 @ 7.99
8 DISCOUNT 30.0 2.40-
SUBTOTAL 5.59
Sales Tax 7.25% .41
TOTAL 6.00

ACCOUNT NUMBER *****6648
Debit 6.00
APPROVAL: 040334 CHIP ONLINE
PIN Verified

Application Label: US DEBIT
AID: A0000000980840
TVR: 8080048000
TSI: 6800
DEVICE ID: 0001
TRACE REF: 002736510

Michaels

Where Creativity Happens.

MICHAELS STORE #2046 (916)983-2633

2715 E BIDWELL
FOLSOM, CA
Rewards Number: LMR90034649807

8-9245-2755-0715-3995-5111-5112-1891-3466



1212 SALE 5357 2046 001 4/08/17 18:16
1/2 GALLON TERRAR 76440887495 7.99 1 @ 7.99
(RETURN VALUE 4.79)
COUPON GET AN ITEM 40% OFF 3.20-

Amount(s) Applied:
400100075104 40% OFF ONE
SUBTOTAL 4.79
Sales Tax 7.75% .37
TOTAL 5.16

ACCOUNT NUMBER *****3446
Debit 5.16
APPROVAL: 064929 CHIP ONLINE
Application Label: VISA CREDIT
AID: A0000000031010
TVR: 0080008000
TSI: E800

Michaels

Where Creativity Happens.

MICHAELS STORE #1680 (916)789-2216

1192 GALLERIA BLVD.
ROSEVILLE, CA 95678
Rewards Number: LMR90034649807

8-9185-9815-1455-3230-1111-5111-1752-8344



796 SALE 3734 1680 001 4/13/17 14:02
BISTRO CHLK MKR 28617490007 3.99 1 @ 3.99
(RETURN VALUE 2.79)
MULTI SURFACE MPR 886946660665 14.99 1 @ 14.99
(RETURN VALUE 10.50)
COUPON DISC 30% OFF 5.69-

AMOUNT QUALIFIED FOR DISCOUNT: \$ 18.98
Amount(s) Applied:
400100250419 30% ERPP
SUBTOTAL 13.29
Sales Tax 7.25% .96
TOTAL 14.25

ACCOUNT NUMBER *****6648
Debit 14.25
APPROVAL: 040237 CHIP ONLINE
PIN Verified
Application Label: US DEBIT
AID: A0000000980840
TVR: 8080048000
TSI: 6800