



LOS RIOS COMMUNITY COLLEGE DISTRICT

1919 Spanos Court • Sacramento, CA 95825-3981

P.O. No. F 3759

Date _____

LIMITED PURCHASE ORDER

(Not to Exceed \$200.00)

VENDOR NAME AND ADDRESS: <i>Libby Cook</i>	DELIVERY INSTRUCTIONS: (Check one) <input type="checkbox"/> Deliver to Address Below <input checked="" type="checkbox"/> Will Call
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ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	<i>Lunch for EOPS/CalWorks Retreat</i>	<i>1</i>				<i>\$105.90</i>
2						
3						
4						
5						
6						
7						
8						
9						
10					<i>delivery</i>	<i>\$15.00</i>

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

EDPS
Program Name

408B
Project/Grant Number

Libby Cook
Program Director/Coord. Signature

lunch for training day
Program Goal/Objective Number/Explanation

SUB-TOTAL	<i>\$105.90</i>
SALES TAX	<i>\$ 2.21</i>
TOTAL (Not to Exceed \$200.00)	<i>\$123.11</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.

Libby Cook *6.20.17*
REQUESTED BY: TYPED/PRINT DATE

Libby Cook *6.20.17*
REQUESTED BY: SIGNATURE DATE

Received by	Date
<i>GENFD/5200/12/FL.VS.EOPS</i>	
Bus. Unit Account Fund Org	Amount
<i>64300/0000/2017/408B</i>	<i>\$ 123.11</i>

APPROVED: DEAN OR OTHER AUTHORIZED SIGNATURE DATE
Jenny Harmon 6/29/17

APPROVED: VICE PRESIDENT, ADMINISTRATION DATE

Program Sub-Class BY Proj/Grnt	Amount
/ / / /	\$
Bus. Unit Account Fund Org	Amount
/ / / /	\$

Cook, Libby

From: Panera Bread <no-reply@panerabread.com>
Sent: Tuesday, June 20, 2017 5:30 PM
To: Cook, Libby
Subject: Your Panera Order - 3791929



Thanks for your order!

Order number:
3791929

Expected Delivery Time:
12:00 PM - 12:15 PM

Delivery Number:
2022103791929

Order Placed:
06/20/2017 05:30 PM CDT

To make changes to your order, [sign in](#) to your account and click Modify in the My Orders section or call 916-984-4953.

Customer Information

Name: Libby Cook
Phone Number: 9163421571

Email Address: cooke@flc.losrios.edu
Account Primary: 9163421571

Order Details

Order Type: Delivery
Delivery Address: 10 College Parkway, Folsom, CA 95630
9163421571
Date: 06/21/2017

Expected Delivery Time: 12:00 PM - 12:15 PM
No. of People: 10

Delivery Instructions: Folsom Lake College Community Room , FL1-20. This room is located next to the Administration Bldg and the Student Services Bldg.

Order Summary

Half Sandwich, Half Salad Boxed Lunch	\$ 8.99
Roasted Turkey, Apple & Cheddar Sandwich with Light Mustard Horseradish	\$ 1.65
Prepared For Libby	
Fuji Apple Salad with Chicken with On Side White Balsamic Apple Vinaigrette with Cucumber with Wonton Strips with No Wedge Tomatoes with No Red Onions	\$ 1.10

with Black Pepper Focaccia

Prepared For BG

with Chips

with Candy Cookie

Bacon Turkey Bravo® Boxed Lunch \$ 9.99

Prepared For Karen

with Apple

with Chocolate Chipper Cookie

Seasonal Greens Salad Boxed Lunch \$ 8.99

with On Side Reduced-Fat Balsamic Vinaigrette

with Grated Parmesan

with Black Pepper Croutons

with Apple Chips

with Wonton Strips

Prepared For Vlad

with French Baguette

with Candy Cookie

Broccoli Cheddar \$ 13.49

Prepared For Sharisse

with French Baguette

Included in your order: Napkins, utensils, plates and/or bowls,
etc. for 10 people.

Subtotal \$ 105.90
Tax \$ 2.21
Delivery Fee \$ 15.00

Total \$ 123.11

Payment Information

Type	Amnt.	Balance
VISA 3829	\$ 123.11	

MyPanera Rewards

Agenda for June 20th 2017 Retreat

CalWORKs CARE EOPS FSP

- I. Breakfast & Hellos
- II. Agenda & Ice Breaker
- III. EOPS Processes & Procedures
 - a. Review items saved to students' e-folders
 - b. Review fillable EOPS/CARE Application packet
 - c. Review fillable EOPS MRC & CARE MRC
 - d. Review fillable Contact Record
 - e. Revised No Show / Special Petition process
 - f. SARS grid

Lunch Break

- IV. Conversation starters...
- V. EOPS Processes & Procedures [cont]
 - g. Revised Academic Success Program (ASP) → Academic Success Accountability Program (ASAP)
 - h. Review Fall 2017 Book Voucher and CARE Supply Voucher process
 - Register at online book store
 - Bring ID card
 - i. Review EOPS & CARE Orientation process
 - j.. Review EOPS/CARE F17 Calendar
- VI. Staffing updates & calendaring
- VII. Homework: Media descriptions

Agenda for June 21st 2017 Retreat

CalWORKs CARE EOPS FSP

- I. Breakfast & Hellos
- II. Ice Breaker
- III. CalWORKs Processes & Procedures
 - a. Review items in students' folders
 - b. Review contact requirements and procedures
 - c. Feedback and Questions
- IV. DSPS & Alt. Media

Lunch Break

- IV. Conversation starters...
 - I. CalWORKs Processes & Procedures [cont]
 - a. Review CalWORKs Orientation
 - b. Review CalWORKs distribution of student resources
 - II. Center for Excellence
 - a. Branding
 - b. In-reach
 - c. Out-reach

Haney, Brenda

From: Cook, Libby
Sent: Thursday, June 29, 2017 12:14 PM
To: Haney, Brenda; Chueh, Valerie
Cc: Gibson, Bernard
Subject: RE: FOR YOUR ACTION_ PROVIDE SUPPORT DOCS- F3759_COOK, LIBBY REIMB RQST FOR_ EOPS & CALWORKS RETREAT
Attachments: Agenda for June 2017 Retreat.pdf

Hello,

I have attached the agenda for the retreat. Below are the names of the attendees.

Libby Cook – EOPS/CARE Coordinator
Sharisse Estomo – Student Services Supervisor
Ariana Perry – Clerk
Alina Quintana – temp SPA (EOPS/CARE, CalWORKs)
Karla Lozano - SPA (EOPS/CARE, CalWORKs)
Kim Reed - temp SPA (EOPS/CARE, CalWORKs)
Vlad Li - temp SPA (EOPS/CARE, CalWORKs)
Karen Palomares - SPA (EOPS/CARE, CalWORKs)
Bernard Gibson – Dean Student Services
Kristina Darr-Glynn – counselor (EOPS/CARE, CalWORKs)

I hope that this will suffice.

Libby

From: Haney, Brenda
Sent: Thursday, June 29, 2017 11:53 AM
To: Cook, Libby <CookE@flc.losrios.edu>; Chueh, Valerie <ChuehV@flc.losrios.edu>
Cc: Gibson, Bernard <GibsonA@flc.losrios.edu>
Subject: FOR YOUR ACTION_ PROVIDE SUPPORT DOCS- F3759_COOK, LIBBY REIMB RQST FOR_ EOPS & CALWORKS RETREAT
Importance: High

Libby / Sharisse –

Please provide required supports documentation for this 5200 Food Expense _ F3759_COOK, LIBBY REIMB RQST FOR_ EOPS & CALWORKS RETREAT

Submit original/hardcopy to Business Services Office (BSO), by 5:00 PM today 06/29/17

Required Support Documentation –

- Catered *Walk In / Walk Out Events* open to college-wide students/staff or community at large - should be submitted with a copy of Event Flyer or Brochure.

- Catered *Meetings, Workshops, or Other Events with planned purpose* – should be submitted with a copy of event Agenda and List of Invitees/Attendees or Sign Sheets.

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu