

**FOLSOM LAKE COLLEGE
REVOLVING FUND ACCOUNT**

10 College Parkway • Folsom, CA 95630
P: (916) 608-6549

CHECK NO. **FL-01693**

GENFD: NOT TO EXCEED \$500
VENDOR NO. 0000003279
LOCATION 09

CBFUND: NOT TO EXCEED \$1,000
VENDOR NO. 0000000001

DATE 12/14/2016

to Academic Senate for California Community Colleges
One Capitol Mall, Suite 340
SACRAMENTO CA 95814

REQUISITIONED BY 815891A /KIRKLIN

GENFD	5890	11	FL.VI.OFFC	61900	00000	2017	041A	\$250.00
BUS UNIT	ACCOUNT	FUND	DEPARTMENT (ORG)	PROGRAM	CLASS	BY	PROJECT/GRANT	AMOUNT

BUS UNIT	ACCOUNT	FUND	DEPARTMENT (ORG)	PROGRAM	CLASS	BY	PROJECT/GRANT	AMOUNT

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EST. TOTAL AMOUNT
		ASCCC Technical Assist Visit , August 28, 2015 at Foslom Lake College 10 College Pkwy, Folsom CA 95630 This check paying balance due Invoice# 12430 10/07/15; correction to previous Invoice# for 12268 for PO# 0001082940 \$750.00 paid 08/19/15 CK# 94-720303, total charges = \$1,000.00		250.00
		RECEIVED BY: _____		
		DATE: _____		

<p>FOLSOM LAKE COLLEGE REVOLVING FUND ACCOUNT 10 College Parkway • Folsom, CA 95630 (916) 608-6549</p>	<p>BANK OF AMERICA GOVERNMENT BANKING</p>	<p>CHECK No. FL-01693 December 14, 2016 DATE: _____</p>	<p>11-35 1210</p>
<p>Pay to the order of: Academic Senate for California Community Colleges *****</p>		<p>\$ 250.00</p>	
<p>Two Hundred - Fifty and 00/100 *****</p>		<p>DOLLARS</p>	<p>*THIS CHECK VOID 6 MONTHS FROM DATE DRAWN</p>
<p>NON-NEGOTIABLE</p>			

Academic Senate for California
Community Colleges
One Capitol Mall, Suite 340
Sacramento, CA 95814
916.445.4753

INVOICE



Invoice # 12430
Invoice Date 10/07/15
Amount Due \$250.00

Bill To:

Folsom Lake College
10 College Parkway
Folsom, CA 95630
United States

Ship To:

10 College Parkway
Folsom, CA 95630

Due Date	Terms
11/06/15	Net 30

Description	Amount
Technical Assist Visit Aug 28, 2015 - correction to previous invoice 12268	\$250.00

Subtotal: \$250.00
Sales Tax (0%): \$0.00
Total: \$250.00
Payments: \$0.00
Amount Due: \$250.00

To pay online, go to <https://app.bill.com/p/AcademicSenate>

Los Rios Community College District

Requisition

815891A

Page 1 of 1

Req. No. 21362418404

P.O. NO.

DATE 12/13/16 VENDOR Academic Senate for Ca Comm Coll

Vendor Code _____ ADDRESS One Capitol Mall, Suite 340

Approved by / Date _____ CITY Sacramento STATE CA ZIP 95814

Reviewed by / Date _____ E-MAIL _____

Dispatched Method / Date _____ PHONE 916.445.4753 FAX 916.323.9867

DELIVERY INSTRUCTIONS

04ADMIN106

Department Building Location
FLC Instruction

College/District Location Department
ASAP

Division Date Required

ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
	*Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION.				
1	Technical Assist Visit, August 28, 2015	1	job	250	250.00
2	correction to previous invoice 12268				
3	Invoice 12268 was sent on April 29, 2015 for \$750.00, and				
4	was paid on PO0001082940. Invoice 12340 to correct				
5	the undercharge was dated October 7, 2015 but never				
6	received or processed by FLC. A letter was sent on				
7	October 4, 2016 requesting payment of the overdue				
8	invoice. Please see attachments				
9					
10	<i>Please issue revolving</i>				
11	<i>check.</i>				
12					
13					

Purchases Charged to Categorical Programs, Grants or Special Projects		Sales Tax	0
This purchase is in compliance with the requirements of _____		Total	250.00
Program Name _____	For grants/special projects _____		
Program Director/Coordinator Signature _____	Project/Grant Number _____		
Program Goal/Objective Number/Explanation _____			

I hereby certify the items/services listed above shall be obtained in accordance with District Policy, Conflict of Interest Code, P-8611, and all other applicable district, state and federal policies, rules, regulations and laws.

Wenda Vander Werf 12/13/16

REQUESTED BY: _____ TYPED/PRINT _____ DATE _____

REQUESTED BY: _____ SIGNATURE _____ DATE **12/13/16**

AUTHORIZED: DEAN OR AUTHORIZED SIGNATURE _____ DATE _____

Andrew Kuklin 12/13/16

APPROVED: VICE PRESIDENT, ADMINISTRATION _____ DATE _____

GENFD /5890 /11 /FL.VI.OFFC				
Bus. Unit	Account	* Fund	Org	
61900	/00000	/2017/041A		\$ 250.00
Program	Sub-Class	BY	Proj/Grnt	Amount
/	/	/	/	
Bus. Unit	Account	* Fund	Org	
/	/	/	/	\$
Program	Sub-Class	BY	Proj/Grnt	Amount

* Asset Location - Equipment purchases over \$200 (Accts: 6480, 6490, 6491, 6493, 6495) complete the area below indicating the final assigned location of equipment.

Location Code _____ Dept. _____

Building _____ Room No. _____

Requisition

Supplier: ACADEMIC SENATE FOR CALIFORNIA 0000006223
 COMMUNITY COLLEGES
 ONE CAPITOL MALL STE 340
 SACRAMENTO CA 95814
 United States

email:

Ship To: RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630-6798

Business Unit: GENFD OPEN	
Req ID: 0001008919	Date: 12/13/2016
Page 1	
Requisition Name: ACADEMIC SENATE FOR CA COMM CO	
Requester: Wenda Vander Werf	Bldg#: INST
Requester Signature	
Buyer: Nicholas Shewmaker	
Approved:	
Entered By: Wenda 13-DEC-2016	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	TECHNICAL ASSIST VISIT AUGUST 28, 2015 CORRECTION TO PREVIOUS INVOICE	1	JOB	250.00	250.00	12/22/2016

Total Requisition Amount: 250.00

INVOICE 12430 DATED 10/07/2015
 NO TAX
 PO TOTAL \$250.00

ACADEMIC SENATE FOR CALIFORNIA COMMUNITY COLLEGES WAS SCHEDULED FOR A TECHNICAL ASSIST VISIT ON AUGUST 28, 2015.

INVOICE 12268 WAS SENT ON APRIL 29, 2015 FOR \$750 AND WAS PAID ON PO 0001082940.
 INVOICE 12430 TO CORRECT THE UNDERCHARGE WAS DATED OCTOBER 7, 2015 BUT NEVER RECEIVED OR PROCESSED BY FLC.
 A LETTER WAS SENT ON OCTOBER 4, 2016 REQUESTING PAYMENT OF THE OVERDUE INVOICE, SEE ATTACHMENTS.

DUPLICATE

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>
GENFD	5890	11	FL.VI.OFVC	61900	00000	041A	250.00

Replaced
w/ REV
FL01493

Approval Signature	Approval Signature	Approval Signature
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Academic Senate
for California Community Colleges

LEADERSHIP. EMPOWERMENT. VOICE.



President
Julie Bruno
Sierra College

October 4, 2016

Vice President
John Stankas
San Bernardino Valley College

Folsom Lake College
Attn: Rachel Rosenthal
10 College Parkway
Folsom, CA 95630
RE: Past Due Invoices

Secretary
Dolores Davison
Foothill College

Treasurer
John Freitas
Los Angeles City College

Dear Rachel Rosenthal,

Area A Representative
Grant Goold
American River College

Upon reviewing our accounting records, we have identified the below severely past due invoice. Any assistance you can provide with expediting this payment is greatly appreciated.

Area B Representative
Cleavon Smith
Berkeley City College

Area C Representative
Adrienne Foster
West Los Angeles College

Name	Inv #	Due Date	Description/Event	Balance
Folsom Lake College	12430	11/01/16	Technical Assist Visit Aug 28, 2015 - correction to previous invoice 12268	\$250.00

Area D Representative
Craig Rutan
Santiago Canyon College

As a non-profit organization, unpaid invoices affect our ability to operate within our budget and to continue providing services, which is enjoyed by faculty throughout the state.

North Representative
Cheryl Aschenbach
Lassen College

North Representative
Ginni May
Sacramento City College

If you feel there is a discrepancy, or need further information, please contact me at the number below. If payment has been made, please provide me with the check number and date, and I will research its receipt and immediately correct any errors in our records.

South Representative
Randy Beach
Southwestern College

South Representative
Sam Foster
Fullerton College

We appreciate your involvement with the Academic Senate and your timely response to this matter.

Representative at Large
Conan McKay
Mendocino College

Representative at Large
Lorraine Slattery-Farrell
Mt. San Jacinto College

Sincerely,

Julie Adams, Ph. D.
Executive Director

Tonya Davis
Office Manager

PC: Accounting Department, Folsom Lake College

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO 0001082940

PURCHASING: (916) 568-3071 • FAX: (916) 568-3145
 ACCOUNTING OPS: (916) 568-3065 • FAX: (916) 286-3636

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date	Revision	Page
08/14/2015		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
815891 ANDERSONJ GALLARZC	04ADMN	

Vendor: 0000006223
 ACADEMIC SENATE FOR CALIFORNIA
 COMMUNITY COLLEGES
 ONE CAPITOL MALL STE 340
 SACRAMENTO CA 95814

Phone: (916) 445-4753
 Fax: (916) 323-9867

email:

Ship To: FOLSOM LAKE COLLEGE
 RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630
 United States

Bill To: 1919 Spanos Court
 Sacramento CA 95825-3981
 United States

Tax Exempt? N

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	TECHNICAL ASSIST VISIT FEE, WORKSHOP FOCUSING ON PARTICIPATORY GOVERNANCE, INVOICE #12268, PRE-PAY REQUIRED.	1.00 JOB	750.00	750.00	08/20/2015

PAY INVOICE #12268

Sub Total Amount	750.00
Sales Tax Amount	0.00
Total PO Amount	750.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5890	11	FL.VI.OFFC	61900	00000	041A	750.00	2016

Verification of this purchase order can be made using the Los Rios Community College District web site listed below. If you have any questions, please contact the Purchasing Office at (916)568-3071.

<http://www.losrios.edu/purchasing/povalidation>

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

Authorized Signature

Notice to vendor: You are responsible for delivering goods and delivery documents to the Receiving Department at the site. Failure to do so will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of goods by other parties and failure to obtain authorized signatures may also delay payment. NOTE: PAYMENT TERMS NET 30 MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.