

**FOLSOM LAKE COLLEGE  
REVOLVING FUND ACCOUNT**

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

CHECK NO. **FL-01702**

DATE 1/30/2017

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

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

to Wilderness Archery  
4870 Pacific Street  
Rocklin, CA 95667

REQUISITIONED BY  
F3124 Perez/Wright

GENFD	4300	12	FL.VI.KINE	08350	00000	2017	700P	\$53.04
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
1.00	EA	DACRON BOWSTRING - 12st WHITE 60 Inch	49.450	49.45
		Sales Tax 7.25%	3.59	
		TOTAL	\$53.04	

RECEIVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

<p><b>FOLSOM LAKE COLLEGE</b> REVOLVING FUND ACCOUNT 10 College Parkway • Folsom, CA 95630 (916) 608-6549</p>	<p><b>BANK OF AMERICA</b> GOVERNMENT BANKING</p>	<p>CHECK No. <b>FL-01702</b> January 30, 2017 DATE: _____</p>
<p>Pay to the order of: Wilderness Archery *****</p>		<p>\$ 53.04</p>
<p>Fifty-Three and 04/100 *****</p>		<p>DOLLARS</p>
<p><b>ENTERED</b> 1/31/17 (Incomplete)</p>		<p><b>NON-NEGOTIABLE</b></p>

\*THIS CHECK VOID 6 MONTHS FROM DATE DRAWN

FLO1702  
F3124

Wilderness Archery  
4870 Pacific Street  
Rocklin, CA 95677  
916-630-8700  
www.wildernessarchery.com

Description	Price	Qty	Ext
Dacron Bowstring 12st	\$9.89	5	\$49.45
Check			\$53.04
Subtotal:			\$49.45
Tax:			\$3.59
Total:			\$53.04
Payments:			\$53.04
Balance:			\$0.00
Total Savings:			\$5.50

Transaction No: 011717075221  
Type of Transaction: Sale  
Date/Time: 2/13/2017 @ 3:58:30 PM  
Employee: P, Lisa  
Customer: Folsom Lake College (Craig Perez)

Thank You For Shopping Wilderness Archery!

Full refunds within 7 days of purchase.  
Store credit up to 30 days from purchase.  
Subject to 20% restocking fee.



2017 MAR - 8 A 10 19  
F.L.C BUSINESS SERVICES



REV L FLO1702

P.O. No. F 3124

Date 1/18/17

**LIMITED PURCHASE ORDER**  
(Not to Exceed \$200.00)

<b>VENDOR NAME AND ADDRESS:</b> Wilderness Archery 4870 Pacific Street Rocklin, CA 95677 (916) 630-8700	<b>DELIVERY INSTRUCTIONS:</b> <input type="checkbox"/> Deliver to Address Below (Check one) <input checked="" type="checkbox"/> Will Call Craig Perez to Pick. Please notify Craig by 1/27/17
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ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	Dacron Bowstring 12st White 60 inch	5	ea	B240	9.89	49.45
2						
3						
4						
5	Please issue Revolving check not to exceed \$160.00					
6						
7						
8						
9						
10						

<b>Purchases Charged to Categorical Programs, Grants or Special Projects</b> This purchased is in compliance with the requirements of: Lottery Program Name For grants/special projects Program Director/Coord. Signature <i>[Signature]</i> Project/Grant Number <u>700P</u> Program Goal/Objective Number/Explanation	SUB-TOTAL SALES TAX TOTAL (Not to Exceed \$200.00)	49.45 3.59 53.04
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**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: <i>Craig Perez</i> TYPED/PRINT SIGNATURE APPROVED: <i>[Signature]</i> DEAN OR OTHER AUTHORIZED SIGNATURE APPROVED: <i>[Signature]</i> VICE PRESIDENT, ADMINISTRATION	DATE 1/18/17 DATE 1/19/17 DATE 1/19/17 DATE 1/27/17
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Received by Date GENTO 4300 / 12 / FL.VI.KINE Bus. Unit Account Fund Org 08350 0000 / 2017 700P \$ 53.04 Program Sub-Class BY Proj/Grnt Amount	\$ Amount
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**Wilderness Archery**  
4870 Pacific Street  
Rocklin, CA 95677  
916-630-8700  
www.wildernessarchery.com

~~Sale~~ Quote

Customer: Folsom Lake College (Craig Perez)

Phone:  
Cell Phone: 916-765-1206

Code	Description	MSRP	Price	Qty	Ext
B260	Dacron Bowstring 12st White 60 inch	\$10.99	\$9.89	5.00	\$49.45



Transaction No: 011717075221  
Sales Person: P, Lisa  
Date/Time: 1/17/2017 @ 5:57:17 PM  
This transaction is not finished.

Subtotal: \$49.45  
Tax: \$3.59  
Total: \$53.04  
Payments: \$0.00

Balance: **\$53.04**

Total Savings: \$5.50

Thank You For Shopping Wilderness Archery  
Hope to see you at the ISE show!  
Full refunds within 7 days of purchase  
Store credit up to 30 days from purchase  
Subject to 20% restocking fee

Genfd 4300 12 FL.VI.KINE 08350 0000 700P

**From:** [Haney, Brenda](#)  
**To:** [Wright, Matt](#)  
**Cc:** [Croff, Jeanne](#); [Perez, Craig](#)  
**Subject:** Purchasing Notification RE: RECEIPT REQUIRED\_ RE: YOUR CHECK REQUEST\_IS AVAILABLE IN BSO WILL CALL / WILDERNESS ARCHERY  
**Date:** Wednesday, March 08, 2017 10:15:57 AM  
**Attachments:** [RE RECEIPT REQUIRED\\_ RE YOUR CHECK REQUEST IS AVAILABLE IN BSO WILL CALL WILDERNESS ARCHERY .msg](#)  
[FL01702 PEREZ, C WILDERNESS ARCHERY.pdf](#)

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Hi Matt –

For your Area/Depts., please be aware that – All future Revolving Receipts must be returned directly to Business Services - on the same day as purchase or as otherwise instructed.

**This CK# FL01702 – signed out on 02/10/17 – had the following Instructions (see original email below, check copy attached).**

**Please complete this In-Store Purchase by Friday 17, 2017** - Check released 2/10 - allowed additional week to complete purchase to accommodate coaches travel schedule.

**Return all check copies, and Original Store Receipt to FLC Business Service no later than by Monday 02/20/17.** Receipt Received 3/8/17 - 16 days past the required due date.

- o Although CK# FL01702 for Athletics is a small amount - Athletics as a whole has had to use \$2,036.73 in Revolving checks from Feb 10 – Mar 6 (for both purchases and travel).
- o With all Revolving transactions we must be able to clear each of these checks quickly, so that we can expense Area/Dept. budgets and deposit funds back into the Revolving Account, in order to meet the demand for Revolving checks college-wide.

When Revolving Purchase Receipts are missing, District Accounting will not reimburse our FLC Revolving Bank Account. This results in added reconciliations and tracking of outstanding checks, and more importantly

It can at times prevent other revolving check requests from being distributed to Area/Dept. college-wide due to low Revolving Account balances.

We thank you for your assistance in relating these required procedures to your staff and faculty.

Best Regards,

*Brenda Haney*

Business Services

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

☎ 916.608.6635 |

✉ [haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)

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**From:** Croff, Jeanne

**Sent:** Tuesday, March 07, 2017 12:43 PM

**To:** Haney, Brenda <haneyb@flc.losrios.edu>

**Cc:** Wright, Matt <WrightM@flc.losrios.edu>

**Subject:** RE: **RECEIPT REQUIRED** RE: YOUR CHECK REQUEST\_IS AVAILABLE IN BSO WILL CALL / WILDERNESS ARCHERY

Brenda,

I just put it in campus mail to you today. **[Haney, Brenda] - Thank you , 3/8/17**

Thank you,

*Jeanne Croff*

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**From:** Haney, Brenda

**Sent:** Thursday, March 02, 2017 1:52 PM

**To:** Perez, Craig <perezc@flc.losrios.edu>

**Cc:** Croff, Jeanne <CroffJ@flc.losrios.edu>; Wright, Matt <WrightM@flc.losrios.edu>

**Subject:** RECEIPT REQUIRED\_ RE: YOUR CHECK REQUEST\_IS AVAILABLE IN BSO WILL CALL / WILDERNESS ARCHERY

**Importance:** High

Hi Craig -

**Was this purchase completed?** - you signed out for this check on Feb 10, 2017 – but we do not show that you returned an Original Receipt for this purchase.

- o If Yes – please return original receipt to BSO to my attention ASAP.
- o If No – please complete this purchase, and return original receipt to BSO to my attention by Tuesday March 7<sup>th</sup>.

Thank you,

*Brenda Haney*

Business Services

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

 916.608.6635 |  [haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)

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**From:** Haney, Brenda

**Sent:** Friday, February 10, 2017 9:40 AM

**To:** Perez, Craig <perezc@flc.losrios.edu>

**Cc:** Croff, Jeanne <CroffJ@flc.losrios.edu>; Wright, Matt <WrightM@flc.losrios.edu>

**Subject:** YOUR CHECK REQUEST\_IS AVAILABLE IN BSO WILL CALL / WILDERNESS ARCHERY

**Importance:** High

Craig -

Your check request for **Wilderness Archery** is now available in BSO WILL CALL for Tennis LPO F3124 (copy only attached).

Please complete this In-Store Purchase by Friday 17, 2017

-  
Return all check copies, and Original Store Receipt to FLC Business Service no later than by Monday 02/20/17.

Thank you,

*Brenda Haney*

Business Services

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

 916.608.6635 |  [haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)

FOLSOM LAKE COLLEGE  
REVOLVING FUND ACCOUNT

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

CHECK NO. FL-01702

DATE 1/30/2017

GENFD: NOT TO EXCEED \$500  
VENDOR NO. 0000003279  
LOCATION 09  
 CBFUND: NOT TO EXCEED \$1,000  
VENDOR NO. 0000000001

TO Wilderness Archery

**INSTRUCTIONS FOR REVOLVING CHECK POINT OF SALE PURCHASES**

*CK# FL01702 - to C. Perez*

**PURCHASER:**

- 1) At point of sale - *Obtain Original Receipt.* Write both the numeric and written amounts on the check and attached check carbon copy.
- 2) Staple the original vendor/store receipt to the check stub and carbon copies of check.
- 3) Return Receipt/Check documents to FLC Business Services, by same\* or next business day.

\* All COSTCO Purchases require checkout of FLC Costco Business Membership Card.

Card and receipt/check copies must be returned to FLC Business Services the same business day.

RECEIVED BY: \_\_\_\_\_

DATE: 2/10/17

**FOLSOM LAKE COLLEGE  
REVOLVING FUND ACCOUNT**

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

**BANK OF AMERICA  
GOVERNMENT BANKING**

CHECK No. **FL-01702**

DATE: January 30, 2017

11-35  
1210

Pay to the order of:

Wilderness Archery \*\*\*\*\*

\$ 53.04

Fifty-Three and 04/100 \*\*\*\*\*

DOLLARS

THIS CHECK VOID 6 MONTHS  
FROM DATE DRAWN

*Jan M. Harman*

⑈001702⑈ ⑆121000358⑆ 14993⑈11042⑈