

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO 0001096786

17/18 compl

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

Date	Revision	Page
02/01/2018		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1010689 MOSKALYUKO KALDANIJ	04ADMN STUSVC	

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Supplier: 0000004505
 RALEY'S
 715 EAST BIDWELL STREET
 FOLSOM CA 95630

Fax: (916) 983-2639

email:

www.raleys.com/giftcards

Cust. Srvc
 1-800-925-9989

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	GIFT CARDS - STUDENT GIFT CARDS FOR FOOD FOR HUNGER PROGRAM	100.00 EA	10.00	1,000.00	02/11/2018
2- 1	DISCOUNT	1.00 CHG	-30.00	-30.00	02/01/2018

PREPAY

FOR WILL CALL FROM
 BEL AIR 2760 EAST BIDWELL
 FOLSOM, CA 95630

AUTHORIZED PERSON TO PICK UP GIFT CARDS: OLGA MOSKALYUK

warrant # 94-758974 2/1/18 - pre-pay
 Detail & Receipt - Attached.

Sub Total Amount	970.00
Sales Tax Amount	0.00
Total PO Amount	970.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	7334	12	FL.VS.HNGR	73250	00000	418A	970.00	2018

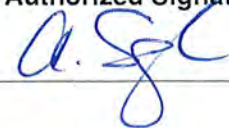
Verification of this purchase order can be made using the Los Rios Community College District web site listed below. If you have any questions, please contact the Purchasing Office at (916)568-3071.

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

Addition to Terms and Conditions/Revised 01/26/18

23. CERTIFICATION: CONTRACTOR warrants that it is not debarred or suspended, proposed for debarment or declared ineligible for award of contracts by any Federal, State or local Agency.

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.

Requisition

Supplier: RALEY'S
 IN STORE CHARGE
 PO BOX 13778
 SACRAMENTO CA 95853
 United States

0000004505

Business Unit: GENFD OPEN	
Req ID: 0001010689	Date: 01/31/2018
Requisition Name: RALEY'S	
Requester: Olga Moskalyuk	Bldg#: STUSVC
Requester Signature	
Buyer: Nicholas Shewmaker	
Approved:	
Entered By: MOSKALYO 31-JAN-2018	

email:

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

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	GIFT CARDS - STUDENT GIFT CARDS FOR FOOD FOR HUNGER PROGRAM	1	LOT	970.00	970.00	02/01/2018

CARD QUANTITY: 100, CARD DOLLAR AMOUNT: \$10 EACH
 DISCOUNT: \$30 PURCHASE TOTAL: \$970
 FOR WILL CALL FROM
 BEL AIR 2760 EAST BIDWELL
 FOLSOM, CA 95630

Total Requisition Amount: 970.00


PREPAYMENT REQUIRED
 ORDER CONFIRMATION / INVOICE ATTACHED
 REQUEST PAYMENT IN 2/1/18 CHECK RUN / FORWARD CHECK TO FLC BUSINESS SERVICES
 AUTHORIZED PERSON TO PICK UP GIFT CARDS: OLGA MOSKALYUK

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	7334	12	FL.VS.HNGR	73250	00000	418A	970.00

Purchases Charged to Catagorical Programs, Grants or Special Project.

This purchase is in compliance with the requirement of FOOD FOR HUNGER PROGRAM

For grants/special projects 418A

Name: 

		
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WID: 4505



(http://www.raleys.com/www/home.jsp)

Site search Q

- Shop Online
- Weekly Ad (https://shop.raleys.com/#/Shop/Flyer?Sort=Popular)
- Something Extra (http://www.raleys.com/Go/Seintro)
- Stories (https://www.raleys.com/Go/Seintro)
- Pharmacy (http://www.raleys.com/www/Healthy_Living.jsp)
- Recipes (http://www.raleys.com/www/RecipeCenter)
- About Us (http://www.raleys.com/www/AboutUs.jsp)
- Store Locator (http://www.raleys.com/Go/Storelocator)

Order/Invoice total Pre-Payment Required
Payable to Raley's

Confirm Your Order

If the information below is not accurate please click your back button to go back, otherwise please click "Submit Order" to proceed.

Customer Information

Contact Name Brenda Haney	Company Name Folsom Lake College
Address 1 10 College Parkway	Address 2
City Folsom	State CA
Zip Code 95630	Email haneyb@flc.losrios.edu
Primary Phone Number (916) 608-6635	Secondary Phone Number

Cards

Card Style	Card Quantity	Card Dollar Amount
Smile Orange	100	\$10.00

Shipping Information

Delivery Option
Pick Up In Store (select store from list below)

Include Envelopes
No

Payment Method
Check

Person Authorized to Pick Up Gift Cards
Olga Moskalyuk

Date Needed By
02/06/2018

Store Location for Pick Up
Bel Air, 2760 East Bidwell, Folsom, CA

Totals

Sub-total
\$1000.00

Discount
\$30.00

Total
\$970.00

From: noreply@salesforce.com
To: [Haney, Brenda](#)
Subject: Thank You For Your Gift Card Order!
Date: Wednesday, January 31, 2018 10:58:49 AM



Hi!

We received your online gift card order and will start processing it ASAP. Please review the instructions below regarding the gift card process.

If you have any questions or need to call to make final payment arrangements, please reference **Case Number 00794291**.

Delivery Method	Acceptable Payment Method	Customer Action Required
Fed Ex	Credit (prepaid)	No additional action required. Please watch for a separate email with the receipt for your transaction.
Fed Ex	Check	Make check payable to "Raley's" and mail it ASAP to: Raley's Service Center – Online Gift Cards 500 West Capitol Ave. West Sacramento, CA 95605 NOTE: The order will be processed upon receipt of your check.
Pick up at Store	Cash or Check	You will be notified by phone or email when your order is ready for pick up. Pay with cash or check made payable to "Raley's", "Bel Air" or "Nob Hill Foods" (depending on which Store you are going to) at time of pick up.
Pick up at Raley's Corporate Office	Credit (prepaid)	Please watch for a separate email with the receipt for your transaction. You will be notified by phone or email when your order is ready for pick up.
Pick up at Raley's	Cash or Check or	You will be notified by phone or email when

Corporate Office	Credit Card	your order is ready for pick up. Pay with cash or check made payable to "Raley's" at time of pick up.
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You can contact our friendly staff by replying to this email, or at (800) 925-9989.

Thank you so much for your business!

Raley's Service Center
giftcards@raleys.com
(800) 925-9989



Raley's BEL AIR NOB HILL FOODS

FOR BULK GIFT CARD ORDERS ONLINE: raleys.com/giftcards

PHONE: 1-800-925-9989 or EMAIL: giftcards@raleys.com
raleys.com/giftcards

Check here if contact info has changed

Company Name Folsom Lake college
 Contact Name Brenda Haney
 Address 10 College Parkway
 City Folsom State CA Zip 95630
 Email haneyb@fc.losrios.edu
 Phone 916.608.6635
 Today's Date 01/31/2018
 Date Needed By (allow 5 days) 02/06/2018

Raley's, Bel Air, Nob Hill Foods Gift Cards are redeemable for merchandise in any Raley's, Bel Air or Nob Hill Foods store. Discounts are available on total purchase amounts as follows:

TOTAL \$ FACE VALUE	YOUR DISCOUNT	
	Cash or Check	Credit Card
\$ 500 - \$4,999	3%	1%
\$5,000 & Over	5%	3%

Quantity	Dollar Value	Total Amount
	20.00	
	25.00	
	50.00	
	100.00	
100	Other <u>\$10.00</u>	<u>\$ 1,000.00</u>
	Sub-Total	<u>\$ 1,000.00</u>
	Less Disc.	<u>\$ <30.00</u>
	TOTAL	<u>\$ 970.00</u>

When ordering by mail please make check payable to:

Raley's
500-West-Capitol Avenue
West Sacramento, CA-95605

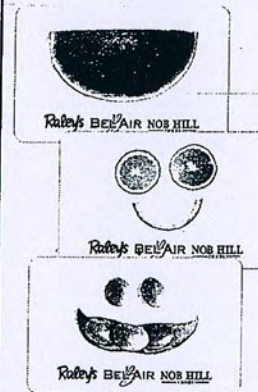
Phone:
Monday through Friday
1-800-925-9989
giftcards@raleys.com

Notes: Olga Maskalyuk authorized to pick up gift cards.

Choose a Design: GIFT CARD



- Gingerbread
- Gold
- 'Tis The Season
- Tree
- Ice Cream
- (please circle)



- Watermelon
- Orange
- Bean
- (please circle)

Please include gift card envelopes.

To pay by credit card, go online or call the Raley's Service Center at 1-800-925-9989. Please indicate how you wish your order to be handled.

- Mail to my address - FREE SHIPPING!
Physical Address Only
FED EX will not deliver to a P.O. Box address
Check Enclosed
- I will pick up at Raley's Corporate
500-W. Capitol Ave.
West Sacramento, CA 95605
Check or Cash
- I will pick up at the following store
Store Location
Check or Cash

Raley's Bel Air Nob Hill Foods
2760 East Bidwell
Store Address:
Folsom CA 95630
City:

Store # (if known):

THIS WARRANT IS ISSUED FOR PAYMENT IN FULL ON ALL ITEMS SHOWN HEREON AND BY ENDORSEMENT PAYEE ACCEPTS PAYMENT IN FULL.

Warrant Date:	Feb/01/2018	General Fund	Warrant No.:	758974		
Description	Invoice No.	Invoice Date	Voucher ID	Invoice Amount	Discount	Paid Amount
0001096786	00794291	Jan/31/2018	00510050	970.00	0.00	970.00

Bel Air 916 983-8844



BEL AIR

Get Something Extra at Raleys.com

TERM# 16 STORE# 524 OPERATOR# 680468
 02/07/18 BEL AIR (800)925-9989 14:39:04

TENDER CASHING

OTHER CHECKS 970.00
 CASH CHANGE 970.00

For service concerns, contact Raley's Service Center at service@raleys.com or (800)925-9989
 T16 X112 S524 02/07/18 14:39:39 0680468

Vendor Number	Vendor Name	Total Discounts		
0000004505	RALEY'S			
Warrant Number	Date	Total Amount	Discounts Taken	Total Paid Amount
758974	Feb/01/2018	\$970.00		\$970.00

Invoice

Bill-To-Party

Folsom Lake College
10 College Parkway
Folsom CA 95630

Ship-To-Party

Bel Air 524
2760 E. Bidwell Road
Folsom CA 95630

Invoice No. 90005040
Invoice Date 02/01/2018
Sales Order No. 4277
Customer No. 4001695
Contact Name
Auth to Pick Up 916-608-6635
Customer Telephone Number

Item	Material/Description	Quantity	Unit Price	Value(\$)
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10	6400005 Smile Orange	100 EA	10.00	1,000.00
		CARD BEGINNING # ██████████ 38214007	CARD ENDING # ██████████ 38214999	
	Smile Orange Customer Discount	3.000 %		30.00

*received 100ea
Kente 2/9/18*

Total Amount (USD) 970.00

Collect from customer

Thank you for your business



LOS RIOS

COMMUNITY
COLLEGE
DISTRICT

AUTHORIZATION FOR THE PURCHASE OF GIFT CARDS/GIFT CERTIFICATES

This form must be completed PRIOR to the purchase of gift cards or gift certificates ("Cards") by Los Rios Community College District employees. Requests for purchase submitted without a copy of properly completed Authorization Form will be rejected. Please complete all required information below and submit for the required signatures. (Not required for purchases of gift cards/certificates purchased with EOPS or CalWORKs funds.)

1. Purchaser's Name: Gibson, Bernard

2. Purchaser's Department: Student Services

3. Purchaser's Signature: [Signature]

4. Vendor Name (entity from which cards are to be purchased): Raleys, Safeway

5. Date: 1/17/2018 Aggregate Amount: \$3,000

6. Description of what is going to be purchased (number & face amount of cards to be purchased):

Gift cards for all three FLC sites, 100 gift cards for each campus in the amount of \$10.00

7. Description of Intended Use of Cards (e.g., drawing, wellness program):

Food for Hunger Program

8. Method of Purchase/Acquisition (e.g., purchase order, donation):

Purchase order

9. Month/Year Cards are to be Distributed: April 2018

10. Fund/Budget to be Charged: GENFD 7334 12 FL.VS.HNGR 73250 2018 418A

Any backup withholding due for cards issued to nonresident aliens will also be charged to this account.

Christine Thomas
Authorized Signer's Name

Interim Vice President of Student Services
Title

[Signature]
Signature

1/17/2018
Date

From: Celena Kossick
To: [Haney, Brenda](#)
Subject: RE: URGENT_ RE: Raley's Account Folsom Lake College - Card Order Request
Date: Tuesday, January 30, 2018 11:45:10 AM
Attachments: [image001.png](#)
[Gift Card Order Form.pdf](#)

Hi Brenda,

We will be happy to place your gift card order for you. Unfortunately we do have the ability to use your in store charge card for your purchase. However, we do offer a discount paying with a check. Since you need your cards soon, I would recommend paying for your gift cards at the store. We will take the order for you, or you can place your order online at www.raleys.com/giftcards and then we will send your order to a store of your choice. The store will call you when the order is available for pick up. You can drop off your check when you pick up your gift cards. The cards will already be activated and ready to be used. I attached a copy of our order form if you prefer to fill it out and send it back it to me.

If you have any questions at all, please call our Service Center at 800-925-9989.

Thank you,
Celena Kossick
Raley's Service Center

From: Ash Campas
Sent: Tuesday, January 30, 2018 11:32 AM
To: Celena Kossick <ckossick@raleys.com>
Subject: Fwd: URGENT_ RE: Raley's Account Folsom Lake College - Card Order Request

Sent from my iPhone

Begin forwarded message:

From: "Haney, Brenda" <haneyb@flc.losrios.edu>
Date: January 30, 2018 at 11:31:14 AM PST
To: 'Carrie Prasad' <cocampo@raleys.com>, Ash Campas <ACampas@raleys.com>
Subject: URGENT_ RE: Raley's Account Folsom Lake College - Card Order Request

Hi Carrie and Ash –

Can we please get a response on this purchase request as soon as possible, or be redirected to the appropriate department to place Bulk Gift Card orders, as we on a timeline to issue Grocery Gift Cards to students in need, under our Hunger Free Campus Grant Program, and **need delivery no later than Feb. 9, 2018.**

If it's a problem to use our In Store Account, we can issue a check to Prepay this

order.

- We just need instructions from Raley's on how to place and pay for a Bulk Gift card order.
- We need either have them shipped; or pick-up at the local Bel Air Store at 2760 East Bidwell St., Folsom Ca 95630.

Note: We are placing similar order with Safeway – with prepaid invoice and local store pick-up; and call into Bulk Card Order customer service to activate cards, after we have taken delivery.

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Carrie Prasad [<mailto:cocampo@raleys.com>]

Sent: Friday, January 26, 2018 4:14 PM

To: Ash Campas <ACampas@raleys.com>

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

Subject: RE: Raley's Account Folsom Lake College - Card Order Request

Hi Ash,

One of my customers would like to order 100 \$10 gift cards using their instore charge card- is that possible? Any help is appreciated.

Thank you,

Carrie Prasad | AR Specialist, Co-op and In-Stores

P: 916.376.6825 | www.raleys.com

Visit us on: [Facebook](#) | [Pinterest](#) | [Twitter](#) | [Instagram](#)



From: Haney, Brenda [<mailto:haneyb@flc.losrios.edu>]

Sent: Friday, January 26, 2018 2:28 PM

To: Carrie Prasad <cocampo@raleys.com>

Subject: Raley's Account Folsom Lake College - Card Order Request

Importance: High

Hi Carrie –

We need to order 100 - \$10.00 Raley's Gift Cards - for distribution to students in our Hunger Free Campus Grant Program.

Our A/C 5000154 GENFD would be best for invoicing this order –

Is it possible you can email me a separate Invoice for these, and also list the invoice as a line item on our monthly statement ending 02/26/2018 ?

- **These 100 cards need to have an activated card value of \$10.00 each, for use at Raley's/ Bel Air stores only.**
- **These cards should not have an open credit line value that gets charged to on In Store Account 5000154.**
- We will be issuing a separate Purchase Order for these and would need them shipped all in one order, (to control card numbers and distributions), to the Ship To address listed below.
- **I can email you a signed Purchase order prior to shipment if required; OR we can pre-pay order if required prior to shipping.**

SHIP TO -

Folsom Lake College

Attn: Brenda Haney, Business Services

10 College Parkway

Folsom CA 95630

Can you email me Order & Shipping Confirmations – as this request is processed.

Best Regards,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

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