

LOS RIOS COMMUNITY COLLEGE DISTRICT

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

**PURCHASE ORDER NO 0001096810
 CHANGE ORDER**

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date 02/02/2018	Revision 1 - 02/13/2018	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 1010598 CHUEH V		Location / Dept 04ASPH152 STUSVC

Supplier: 0000006424
 AMAZON.COM
 BILLING DEPARTMENT
 P O BOX 80463
 SEATTLE WA 98108

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

email:

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	THE HANDMAID'S TALE BY MARGARET ATWOOD, PAPERBACK, ISBN# 978-0385490818	15.00 EA	9.59	143.85	02/16/2018

ORDER# 111-5597601-3481835 PLACED 02-02-18 - SR

RE-ORDERED # 111-7710532-0631421

DO NOT SEND TO VENDOR

Sub Total Amount	143.85
Sales Tax Amount	11.15
Total PO Amount	155.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4500	11	FL.VS.HLTH	64400	00000	041X	155.00	2018

0001010598KIRKLINK01-FEB-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.

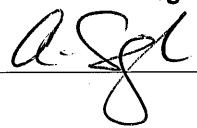
<http://www.losrios.edu/purchasing/povalidation>

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.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO 0001096810

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
02/02/2018		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1010598 CHUEH V	04ASPH152	

Supplier: 0000006424
 AMAZON.COM
 BILLING DEPARTMENT
 P O BOX 80463
 SEATTLE WA 98108

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

email:

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	THE HANDMAID'S TALE BY MARGARET ATWOOD, PAPERBACK, ISBN# 978-0525435006	15.00	EA	12.76	191.40	02/16/2018

ORDER# 111-5597601-3481835 PLACED 02-02-18 - SR

DO NOT SEND TO VENDOR

Sub Total Amount	191.40
Sales Tax Amount	14.83
Total PO Amount	206.23

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4500	11	FL.VS.HLTH	64400	00000	041X	206.23	2018

0001010598KIRKLINK01-FEB-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.

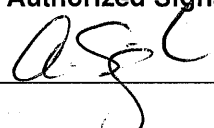
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LOS RIOS COMMUNITY COLLEGE DISTRICT

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.

Requisition

Supplier: AMAZON.COM
 P O BOX 81226
 SEATTLE WA 98108
 United States

000006424

Business Unit: GENFD OPEN	
Req ID: 0001010598	Date: 01/22/2018
Requisition Name: AMAZON.COM	
Requester: Valerie Chueh	Bldg#: STUSVC
Requester Signature	
Buyer: Nicholas Shewmaker	
Approved:	
Entered By: KRAVCHUA 22-JAN-2018	


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

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	BOOKS; THE HANDMAID'S TALE BY MARGARET ATWOOD	15	EA	9.57	143.55	

Total Requisition Amount: 143.55

TAX 7.75% = \$11.13
 TOTAL = \$154.68

<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	4500	11	FL.VS.HLTH	64400	00000	041X	143.55

Approval Signature 	Approval Signature Mary Hansen	Approval Signature
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WELCOME SHIPPING & PAYMENT GIFT OPTIONS PLACE ORDER

Review your order

Important message

Check this box to default to these delivery and payment options in the future.

Place your order

By placing your order, you agree to Amazon's privacy notice and conditions of use.

Shipping address [Change](#)

Payment method [Change](#)

Gift cards & promotional codes



6 Month Equal Pay

Enter Code

Billing address [Change](#)



Ship to multiple addresses

Order Summary

Items (15):	\$143.55
Shipping & handling:	\$17.85
Free Shipping:	-\$17.85
Total before tax:	\$143.55
Estimated tax to be collected:	\$11.10

Order total: \$154.65

Qualifying offers:

- Free Shipping

How are shipping costs calculated?

You got free shipping on the eligible items in your order! (Why aren't all my items eligible?)



FREE Two-Day Shipping on Eligible Items: Jonathan, get fast, free shipping, starting with eligible items in this order, when you sign up for Amazon Prime. Look for items marked "Eligible for Amazon Prime shipping rates" below to see which qualify.

[» Learn More](#)

Estimated delivery: Jan. 29, 2018 - Feb. 1, 2018



The Handmaid's Tale

by Margaret Atwood

\$9.57

Amazon Prime eligible [Join now](#)

Quantity: 15 Change

Sold by: Amazon.com Services, Inc.

and see other gift options

Choose a delivery option:

- Monday, Jan. 29 - Thursday, Feb. 1**
FREE Shipping
- Friday, Jan. 26**
\$18.84 - Standard Shipping
- Wednesday, Jan. 24**
\$40.84 - Two-Day Shipping
- Tuesday, Jan. 23**
\$299.70 - One-Day Shipping

Do you need help? Explore our [Help pages](#) or [contact us](#)

For an item sold by Amazon.com: When you click the "Place your order" button, we'll send you an email message acknowledging receipt of your order. Your contract to purchase an item will not be complete until we send you an email notifying you that the item has been shipped.

Colorado, Oklahoma, South Dakota and Vermont Purchasers: Important information regarding sales tax you may owe in your State

Within 30 days of delivery, you may return new, unopened merchandise in its original condition. Exceptions and restrictions apply. See [Amazon.com's Returns Policy](#)

[Go to the Amazon.com homepage](#) without completing your order.

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2017, Amazon.com, Inc.

From: [Haney, Brenda](#)
To: [Harman, Joany](#)
Subject: RE: OLR 0001010598 Amazon
Date: Thursday, February 1, 2018 10:51:47 AM
Attachments: [image001.png](#)

Will do.

Thank you,
Brenda Haney
Business Services
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Harman, Joany
Sent: Thursday, February 1, 2018 10:51 AM
To: Haney, Brenda <haneyb@flc.losrios.edu>
Subject: OLR 0001010598 Amazon

Hi Brenda,
Kathleen just approved this requisition. Please let me know once you have received the PO, as Christine Thomas is going to reimbursing the budget for this expense.

Thank you,



Joany Harman | Business Services Supervisor
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
p. 916.608-6622 | f. 916.608.6553 | harmanj@flc.losrios.edu | www.flc.losrios.edu

From: [Harman, Joany](#)
To: [Haney, Brenda](#)
Cc: [Shewmaker, Nicholas](#)
Subject: FW: PO 0001096810 Amazon.com
Date: Wednesday, February 7, 2018 1:56:16 PM
Attachments: [image001.png](#)

Brenda - FYI

Nick - Please keep Brenda in the loop.

Thank you,



Joany Harman | Business Services Supervisor
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
p. 916.608-6622 | f. 916.608.6553 | harmanj@flc.losrios.edu | www.flc.losrios.edu

From: Shewmaker, Nicholas
Sent: Wednesday, February 7, 2018 8:11 AM
To: Harman, Joany <harmanj@flc.losrios.edu>
Subject: RE: PO 0001096810 Amazon.com

Hi Joany,

Sorry I was out yesterday. I'm working on this now. It looks like Suzy ordered a different version of this book. I will see if she can request a return on those books and I will do a reorder for the correct version at the \$9.57 price.

I will keep you posted.

Thanks,
Nick

From: Harman, Joany
Sent: Wednesday, February 07, 2018 8:05 AM
To: Shewmaker, Nicholas
Subject: PO 0001096810 Amazon.com

Hi Nick,

I left you a message on same subject yesterday. The item price on PO 0001096810 went up 33.3% from what was quoted on the requisition but we were not contacted to approve this increase. This particular purchase has other restrictions and we may have decided not to order at this price. Additionally, the price on Amazon yesterday was the original price of \$9.57 from the requisition. What happened?

Thank you,

A handwritten signature in cursive script that reads "Joany Harman".

Joany Harman | Business Services Supervisor

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

p. 916.608-6622 | **f.** 916.608.6553 | harmanj@flc.losrios.edu | www.flc.losrios.edu

From: [Shewmaker, Nicholas](#)
To: [Haney, Brenda](#); [Thiessen, Levi](#)
Cc: [Harman, Joany](#)
Subject: FW: Your return of order # 111-5597601-3481835 - PO 0001096810
Date: Wednesday, February 7, 2018 2:48:50 PM

Hi Brenda and Levi,

The wrong books were ordered on Amazon PO# 0001096810. Below you will find instructions for printing a return label for them. Please let me know if there are any issues in printing the label.


Levi, if you can please let me know once these books are all set to be returned, I will get the correct books ordered.

If you have any questions please let me know.

Thanks,
Nick

From: Rouiller, Suzanne
Sent: Wednesday, February 07, 2018 2:43 PM
To: Shewmaker, Nicholas
Subject: FW: Your return of order # 111-5597601-3481835 - PO 0001096810

From: return@amazon.com [<mailto:return@amazon.com>]
Sent: Wednesday, February 07, 2018 2:42 PM
To: Rouiller, Suzanne <RouillS@losrios.edu>
Subject: Your return of order # 111-5597601-3481835



Return Summary

PO # 0001096810
Order # 111-5597601-3481835

Hello Suzy Rouiller,
We've accepted your return request. Once we receive your item, we'll issue your refund.

[Print return label & instructions](#) [Check return & refund status](#)

Send by:

Sat, Mar 10

ORDER # 111-5597601-3481835

[Your Account](#) | [Amazon.com](#) | [Help](#)

The total refund amount may vary based on shipping, late return, or other fees, [learn more](#). The refund may appear in multiple transactions on your payment instrument.

This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.