

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO 0001098384

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 04/24/2018 | Revision | Page 1 |
| Payment Terms NET 30 | Freight Terms Shipping Point | Ship Via Best Metho |
| Reference: 1011826 PADASHA SHEWMAKERN | | Location / Dept 04ASPH45 FIN AID |

Supplier: 0000003804
 NASFAA
 1801 PENNSYLVANIA AVE NW #850
 WASHINGTON DC 20006

Phone: (202) 785-0453
Fax: (202) 785-1487

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 | NASFAA INSTITUTIONAL MEMBERSHIP 7/1/18 - 6/30/19 (INCLUDES P&P BUILDER AND WEBINAR PACKAGE) | 1.00 CHG | 1,780.00 | 1,780.00 | 04/24/2018 |

FY2019 PRE-PAID: INVOICE NUMBER: 158341 DUE BY 06/30/2018

RENEWAL INVOICE ATTACHED
 INVOICE DATE: 04/05/2018

| | |
|-------------------------|----------|
| Sub Total Amount | 1,780.00 |
| Sales Tax Amount | 0.00 |
| Total PO Amount | 1,780.00 |

| BU | Acct | Fd | Org | Prog | Sub | Proj | Amount | BYear |
|-------|------|----|------------|-------|-------|------|----------|-------|
| GENFD | 5300 | 12 | FL.VS.FAOF | 64600 | 00000 | 438A | 1,780.00 | 2018 |

0001011826KIRKLINK19-APR-2018

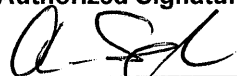
Verification of this purchase order can be made using the Los Rios Community College District web site listed below. If you have any questions, please contact the Purchasing Office at (916)568-3071.

<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

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: NASFAA 0000003804
 1801 PENNSYLVANIA AVE NW #850
 WASHINGTON DC 20006
 United States

Phone: (202) 785-0453 **Fax:** (202) 785-1487
email:

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

| | | |
|----------------------------------|------------------|---------|
| Business Unit: GENFD OPEN | | |
| Req ID: 0001011826 | Date: 04/19/2018 | Page: 1 |
| Requisition Name: 2019 NASFAA | | |
| Requester: Ali Padash | Bldg#: FIN AID | |
| Requester Signature | | |
| Buyer: Nicholas Shewmaker | | |
| Approved: | | |
| Entered By: PADASHA 19-APR-2018 | | |

| Line-Schd | Description | Quantity | UOM | Price | Extended Amt | Due Date |
|-----------|---|----------|-----|----------|--------------|------------|
| 1-1 | NASFAA INSTITUTIONAL MEMBERSHIP 7/1/18 - 6/30/19 (INCLUDES P&P BUILDER AND WEBINAR PACKAGE) | 1 | CHG | 1,780.00 | 1,780.00 | 06/30/2018 |

Total Requisition Amount: 1,780.00

FY2019 PRE-PAID: INVOICE NUMBER: 158341 DUE BY 06/30/2018

RENEWAL INVOICE ATTACHED
 INVOICE DATE: 04/05/2018

NO TAX

| <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 | 5300 | 12 | FL.VS.FAOF | 64600 | 00000 | 438A | 1,780.00 |

Purchases Charged to Catagorical Programs, Grants or Special Project.

This purchase is in compliance with the requirement of BFAP

For grants/special projects 438A

Name: ALI PADASH

| | | |
|------------------------|--------------------|--------------------|
| Approval Signature | Approval Signature | Approval Signature |
|------------------------|--------------------|--------------------|



ANNUAL MEMBERSHIP DUES INVOICE



Please verify address information and note any updates in the space provided

Ali Padash
 Financial Aid Supervisor
 Folsom Lake College
 10 College Parkway
 Folsom, CA 95630
 Phone: (916) 608-6648
 Fax:
 Email: padasha@flc.losrios.edu

| | | | |
|--|---|---|-------------------------------|
| Invoice Date April 5, 2018 | Invoice Number 158341 | Due Date June 30, 2018 | P&P Builder YES |
| NASFAA Fed ID# 83-0211970 | Membership Effective July 1, 2018 - June 30, 2019 | 2018-19 Membership Option Standard Membership Package | Webinar Package YES |
| <input type="checkbox"/> By renewing the NASFAA membership, your institution acknowledges NASFAA's Statement of Ethical Principles, and agrees to adhere to the Code of Conduct. Please review the documents at www.NASFAA.org/ethics | | 2016 Fall FTE: 4,359 Standard Membership Package Dues: \$1,780.00 Paid: \$0.00 Balance: \$1,780.00 You will receive a confirmation email from Membership@nasfaa.org when your membership has been processed. | |

| | | |
|--|-----------------------|---|
| Payment Method: <input type="checkbox"/> Check Enclosed <input type="checkbox"/> AMEX <input type="checkbox"/> Discover <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Purchase orders are not accepted | | |
| Name on Card: | Card Number: | |
| Expiration Date: | Signature: | |
| Cardholder's Phone: | Amount to Be Charged: | Security Code (on back of credit card): |

Questions, changes, or revisions, contact Membership Services at (202) 785-0453, Ext. 1 or Membership@NASFAA.org.

Remit to our address: NASFAA, 1801 Pennsylvania Avenue, Suite 850, Washington, DC 20006, Fax: 202-785-1487

Click [here](#) for an updated W-9. Please send this form with payment. Keep a copy for your records.

2018-19 Options for Institutional Members

Membership dues include benefits for twelve months, July 1 to June 30.
If joining mid-year, Standard Dues are pro-rated.

| | | Optional Add-Ons | | | | |
|---|-------|---|-------------|---|-----------------|--|
| | | Dues Calculation for all Institutions Base Fee + FTE x 9.1% | P&P Builder | Value Package | Webinar Package | Value Plus Package (Includes Value, Webinars, and more!) |
| Standard Dues | \$835 | + FTE x 9.1% | \$99 | \$550 | \$449 | \$1,495 |
| <p>Standard Membership This is our basic membership. If you want to purchase additional services, you can do so at any time and pay the à la carte price for that product or service.</p> <ul style="list-style-type: none"> • Includes unlimited Today's News subscriptions. • Includes unlimited access to the Student Aid Index. • Includes unlimited access to the AskRegs Knowledgebase. • Includes unlimited access to the Compliance Engine checklists • Includes unlimited access to the NASFAA website, where many additional products and services are available at no additional cost. | | <p>Value Membership Offers discounted access to select training materials for you and your staff!</p> <ul style="list-style-type: none"> • As with Standard, the Value package includes unlimited Today's News, Student Aid Index, AskRegs Knowledgebase, Compliance Engine and website access. • Includes unlimited access to 6 NASFAA University Self-Study Guides as downloadable PDFs. See list below for included Self-Study Guides. Value: \$600/staff member • 5% off Conference registrations, beyond the first registration, for the 2019 NASFAA Conference. Does NOT include on-site registrations. Value: \$31/registrant • 5% off Career Center job postings Value: \$13/posting | | <p>Value Plus Membership Developed for institutions that need even more access to NASFAA's training resources.</p> <ul style="list-style-type: none"> • As with Standard, the Value Plus package includes unlimited Today's News, Student Aid Index, AskRegs Knowledgebase, Compliance Engine checklists, and website access. • Also includes the Webinar Package (ten webinars), described below. Value: \$449 • Includes the Policies & Procedures Builder. Value \$99 • Includes unlimited access to all NASFAA University Self-Study Guides as downloadable PDFs. Value: \$1,962/staff member! • 10% off Conference registrations, beyond the first registration, for the 2019 NASFAA Conference. Does NOT include on-site registrations. Value: \$62/registrant • 10% off Career Center job postings Value: \$27/posting • Includes the Policies & Procedures Builder. Value \$99. | | |

P&P Builder

The P&P Builder, a Compliance Engine add-on module, guides you step-by-step through the creation of a centralized, accessible policies and procedures manual.

Webinar Package

The Webinar Package includes all fee-based Webinars offered between July 1 and June 30 each year. For 2018-19, twelve (12) paid Webinars are planned. The package also includes unlimited site licenses, which means everyone at your institution or organization with a myNASFAA account can participate from their own computer when they register for the live event or watch the on-demand version. Live Webinars are archived for up to one year, though they may be removed if regulations change.

NASFAA University Self-Study Guides

The Value Package includes the first six guides in the NASFAA University Self-Study Guide series: Overview of the Financial Aid Process, Application Process, Student Eligibility, Cost of Attendance, Need Analysis: Federal & Institutional, and Verification. With this package, you can download the PDFs from the online store and make unlimited copies for you and your staff. The Value Plus Package includes all of the guides. For a complete list of Self-Study Guides, please visit the NASFAA website.