



LIMITED PURCHASE ORDER
(Not to Exceed \$200.00)

VENDOR NAME AND ADDRESS: Arnolds for Awards 3971 DuRock Road, Ste A Shingle Springs, CA 95682	DELIVERY INSTRUCTIONS: <input type="checkbox"/> Deliver to Address Below (Check one) <input checked="" type="checkbox"/> Will Call
---	--

ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	Classified Senate - Service/Leadership					
2	Awards					
3	Glass Star - President	1	ea	GS-G/ASS		43.50
4	Paperweight - Sender	2	ea	MAGSSP	20.95	41.90
5						
6						
7						
8						
9	"Revolving Check" - pre-pay					
10						

Purchases Charged to Categorical Programs, Grants or Special Projects This purchased is in compliance with the requirements of: Program Name _____ For grants/special projects _____ Program Director/Coord. Signature _____ Project/Grant Number _____ Program Goal/Objective Number/Explanation _____	SUB-TOTAL		
	SALES TAX	7.25%	8.37
	TOTAL (Not to Exceed \$200.00)		123.77

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: KATHLEEN KERKLIN TYPED/PRINT DATE: 6/25/18

REQUESTED BY: Kathleen Kerklin SIGNATURE DATE: 6/25/18

Received by _____ Date _____

Bus. Unit Account Fund Org
GENFD 5890 11 FL.VA.OFFC

Program Sub-Class BY Proj/Grnt Amount
66100 / 0000 / 2018 041A \$ 123.77

APPROVED: DEAN OR OTHER AUTHORIZED SIGNATURE DATE: 6/25/18

APPROVED: VICE PRESIDENT, ADMINISTRATION DATE: 6/25/18

Bus. Unit Account Fund Org
 Program Sub-Class BY Proj/Grnt Amount

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.

Order Acknowledgement

Arnolds for Awards

3971 Durock Road, Suite A
 Shingle Springs, CA 95682
 Main: 530-677-0623
 Fax: 530-677-6065

Store Hours

Mon - Fri: 8:30am - 5:30pm Closed Saturday & Sunday
info@arnoldsawards.com


Order Number: **86315**

This order is scheduled to be ready for pickup after the completion date and time shown below and is not scheduled to be shipped. You may pick this order up at our store any time after the completion date and time. If the completion date and time below is inconvenient for you, please notify us immediately so we may correct the delivery and production schedule to ensure your needs are met.

BILL TO	KATHLEEN KIRKLIN		
	3040 GRANADA CT		
	#36		
	Cameron Park	CA	95682
	Phone: 916-835-0618	Fax:	
	E-Mail Address: kirklin@sbcglobal.net		


Date Placed	Completion Date/Time	Terms	PO #	Resale Number	Sales Rep
6/21/2018	6/29/2018 after 3:30:00 PM	COD/Pre-Paid			KAMI ARNOLD


Qty	Stock #	Description	CD	Unit Price	Ext Price	Tax
1	GS-GLASS	MISC. GLASS ITEM	***	\$73.50	\$73.50	***

 **1 GS-GLASS MISC. GLASS ITEM** *** \$73.50 \$73.50 ***
 -----[Line Item Instructions]-----
 MAAAGGL302 - JADE GLASS STAR

-----[Attributes]-----
 ENG INSTRUCTIONS: ADD FLC LOGO AT TOP
 FONT STYLE: -

-----[Personalization Text]-----
 (FLC LOGO)
 Star Award: quantity 1)
 Vonnie Shane
 Classified Senate President
 2016-2018

 **1 PROOF-1 LAYOUT PROOF REQUEST - NO CHARGE ON STO** *** \$0.00 \$0.00
 -----[Attributes]-----
 EMAIL: kirklik@flc.losrios.edu
 PRICE INCLUDES PROOF AND ONE REVISION: ADDITIONAL REVISIONS WILL ADD \$10.00 PER PROOF

 **2 MAGSBP- Paper Weight - Straight Bevel** *** \$20.95 \$41.90 ***
 -----[Line Item Instructions]-----
 LOGO ON TOP LIKE IN PREVIOUS ORDERS

We will be closed Wednesday, July 4th Through Sunday, July 8th. We will re-open Monday, July 9th at 8:30am

WE KNOW YOU HAVE A CHOICES AND WE APPRECIATE YOUR BUSINESS.
 SHARE YOUR AWARD IMAGES WITH US ON :
 Twitter: [ArnoldsAwards](#)

We will work hard to try and complete your order by the Expected Date and Time identified at the top of this order. Please let us know if the above date and time will not fit within your time schedule as soon as possible and we will try to work within your time-constraints as best as we can.

Order Total:	\$115.40
Discount:	\$0.00
After Discount Sub-Total:	\$115.40
Shipping/Handling:	\$0.00
New Sub-Total:	\$115.40
Sales Tax (7.25%):	\$8.37
Final Total:	\$123.77
Less Total Payments:	\$0.00
Balance Due on Order:	\$123.77
Previous Acct. Balance Due:	\$0.00

Order Acknowledgement

Arnolds for Awards

3971 Durock Road, Suite A
 Shingle Springs, CA 95682
 Main: 530-677-0623
 Fax: 530-677-6065

Store Hours

Mon - Fri: 8:30am - 5:30pm Closed Saturday & Sunday
 info@arnoldsawards.com

Order Number: **86315**

This order is scheduled to be ready for pickup after the completion date and time shown below and is not scheduled to be shipped. You may pick this order up at our store any time after the completion date and time. If the completion date and time below is inconvenient for you, please notify us immediately so we may correct the delivery and production schedule to ensure your needs are met.

BILL TO	KATHLEEN KIRKLIN		
	3040 GRANADA CT		
	#36		
	Cameron Park	CA	95682
	Phone: 916-835-0618	Fax:	
	E-Mail Address: kirklin@sbcglobal.net		

Date Placed	Completion Date/Time	Terms	PO #	Resale Number	Sales Rep
6/21/2018	6/29/2018 after 3:30:00 PM	COD/Pre-Paid			KAMI ARNOLD

-----[Attributes]-----
 Imprinting Method: Laser/Sand Blast Engraving
 Include Logo?: Include a Logo

-----[Personalization Text]-----
 Afshan Habib
 Area 2 Senator 2016-2017
 Vice President 2017-2018

Linda Stack
 Area 5 Senator
 2015-2018

	1	PROOF-1 LAYOUT PROOF REQUEST - NO CHARGE ON STO	***	\$0.00	\$0.00
-----[Attributes]-----					
EMAIL: kirklik@flc.losrios.edu					
PRICE INCLUDES PROOF AND ONE REVISION: ADDITIONAL REVISIONS WILL ADD \$10.00 PER PROOF					

Date	Description of Payment	Payment Amount

<p>We will be closed Wednesday, July 4th Through Sunday, July 8th. We will re-open Monday, July 9th at 8:30am</p> <p>WE KNOW YOU HAVE A CHOICES AND WE APPRECIATE YOUR BUSINESS. SHARE YOUR AWARD IMAGES WITH US ON : Twitter: ArnoldsAwards</p> <p>We will work hard to try and complete your order by the Expected Date and Time identified at the top of this order. Please let us know if the above date and time will not fit within your time schedule as soon as possible and we will try to work within your time-constraints as best as we can.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td>Order Total:</td> <td style="text-align: right;">\$115.40</td> </tr> <tr> <td>Discount:</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>After Discount Sub-Total:</td> <td style="text-align: right;">\$115.40</td> </tr> <tr> <td>Shipping/Handling:</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>New Sub-Total:</td> <td style="text-align: right;">\$115.40</td> </tr> <tr> <td>Sales Tax (7.25%):</td> <td style="text-align: right;">\$8.37</td> </tr> <tr> <td>Final Total:</td> <td style="text-align: right;">\$123.77</td> </tr> <tr> <td>Less Total Payments:</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Balance Due on Order:</td> <td style="text-align: right;">\$123.77</td> </tr> <tr> <td>Previous Acct. Balance Due:</td> <td style="text-align: right;">\$0.00</td> </tr> </table>	Order Total:	\$115.40	Discount:	\$0.00	After Discount Sub-Total:	\$115.40	Shipping/Handling:	\$0.00	New Sub-Total:	\$115.40	Sales Tax (7.25%):	\$8.37	Final Total:	\$123.77	Less Total Payments:	\$0.00	Balance Due on Order:	\$123.77	Previous Acct. Balance Due:	\$0.00
Order Total:	\$115.40																				
Discount:	\$0.00																				
After Discount Sub-Total:	\$115.40																				
Shipping/Handling:	\$0.00																				
New Sub-Total:	\$115.40																				
Sales Tax (7.25%):	\$8.37																				
Final Total:	\$123.77																				
Less Total Payments:	\$0.00																				
Balance Due on Order:	\$123.77																				
Previous Acct. Balance Due:	\$0.00																				

Arnolds for Awards

3971 Durock Road, Suite A
Shingle Springs, CA 95682
Main: 530-677-0623
Fax: 530-677-6065

**Customer
Proof
Signoff
Request**

Order Number: **86315**

BILL TO	KATHLEEN KIRKLIN		
	3040 GRANADA CT		
	#36		
	Cameron Park	CA	95682
	Telephone:	916-835-0618	
	Fax:		

Date Placed:	6/21/2018
Purchase Order #:	
Expected Completion Date:	6/29/2018
Expected Completion Time:	3:30 PM
Terms Of Sale:	COD/Pre-Paid
Order Taken By:	SHYLOH RHODES
Tax Exempt?	<input type="checkbox"/>

A proof of the lettering and/or artwork and graphics that will be placed on the products you have purchased as part of this order has been attached to the following pages. Before we can proceed with your order request, we request that you review the attached proof(s) and return them to us with any corrections made, or simply return this page acknowledging that the proofs are acceptable by signing off on the proofs.

Any delays in obtaining the customers sign-off may result in delays of delivery of product due to the fact we cannot proceed without customer approval. During your proofing process, please ensure all punctuations, capitalizations, spellings, fonts, and placements are correct.

Please be sure you return this first page as the cover page to your return fax or e-mail so we can ensure your proof(s) are responded to and associated with the correct order. Please complete the information below before returning to us as this will help us to serve you better.

- Proofs accepted as provided. No revisions necessary. Please proceed with our order.
- Proofs accepted with revisions shown on attached pages.
 - Please send me new proofs before proceeding
 - Please make changes indicated and proceed. No need to send new proofs

I am faxing/e-mailing back to you _____ pages which includes this cover page. Please call me if you do not receive all pages indicated above.

Signature: *Kathleen Kirkin*

Date: *6/25/18*



FOLSOM LAKE COLLEGE
EL DORADO CENTER | RANCHO CORDOVA CENTER

Vonnie Shane

**Classified Senate President
2016 - 2018**

*Thank You for your
Outstanding Leadership*



FOLSOM LAKE COLLEGE
EL DORADO CENTER | RANCHO CORDOVA CENTER

Linda Stack

Area 5 Senator

2015 - 2018



FOLSOM LAKE COLLEGE
EL DORADO CENTER | RANCHO CORDOVA CENTER

Afshan Habib

Area 2 Senator
2016 - 2017

Vice President
2017 - 2018