



LOS RIOS COMMUNITY COLLEGE DISTRICT  
1919 Spanos Court • Sacramento, CA 95825-3981

PP  
P.O. No. F 2641  
Date 12/13/17

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

VENDOR NAME AND ADDRESS: <b>Claudio Cisneros</b>  <b>Employee Reimbursement</b>	DELIVERY INSTRUCTIONS: <input checked="" type="checkbox"/> Deliver to Address Below (Check one) <input type="checkbox"/> Will Call  <b>Folsom Lake College</b> <b>10 College Parkway</b> <b>Folsom, CA 95630</b>
--	---

ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	8-ft Banquet tables	9	EA	—	\$10.00	\$54.00
2	Maintenance/insurance fee	1	EA	—	\$2.70	\$2.70
3						
4						
5						
6						
7						
8						
9						
10						

<b>Purchases Charged to Categorical Programs, Grants or Special Projects</b> This purchase is in compliance with the requirements of: <b>Strong Workforce Program</b> Program Name: <b>481Y482Y</b> Program Director/Coord. Signature: <i>[Signature]</i> Project/Grant Number <b>Student Success/Outreach #1</b> Program Goal/Objective Number/Explanation	SUB-TOTAL	\$56.70
	SALES TAX	—
	<b>TOTAL</b> (Not to Exceed \$200.00)	\$56.70

**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: **Claudio Cisneros** TYPED/PRINT DATE: **12/13/17**

REQUESTED BY: *[Signature]* SIGNATURE DATE: **12/13/17**

APPROVED: *[Signature]* DEAN OR OTHER AUTHORIZED SIGNATURE DATE: **12/13/17**

APPROVED: *[Signature]* VICE PRESIDENT, ADMINISTRATION DATE: **1/24/18**

Received by \_\_\_\_\_ Date \_\_\_\_\_

Bus. Unit Account Fund Org: **60100/00000/2018 481Y** **\$ 56.70**

Program Sub-Class BY Proj/Grnt: **5890/12 / FL.VI.SWPA**

Bus. Unit Account Fund Org: \_\_\_\_\_

Program Sub-Class BY Proj/Grnt: \_\_\_\_\_

## Haney, Brenda

---

**From:** Wong, Barbara  
**Sent:** Tuesday, January 23, 2018 2:10 PM  
**To:** Haney, Brenda  
**Subject:** RE: Please Advise\_ LPO F2641\_Cisneros,C Request for Reimbursement

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Brenda,

The receipt shows a balance due of 0. We are good to go on this one. Thanks for checking. ☺

*Barbara Wong*

---

**From:** Haney, Brenda  
**Sent:** Tuesday, January 23, 2018 1:13 PM  
**To:** Wong, Barbara  
**Subject:** Please Advise\_ LPO F2641\_Cisneros,C Request for Reimbursement

Hi Barbara –

The attached LPO is pending VPA signature – but need to confirm if it can be submitted with the attached Invoice, stamped paid; or if AOPS requires something more, that indicates proof of payment by requesting employee?

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)



Elite Party Rentals  
 3191 Luyung Dr.  
 Rancho Cordova, CA 95742  
 (916) 852-1225  
 elitepartyrentals@att.net  
 www.elitepartyrent.com

**Invoice**

BILL TO
Folsom Lake College 10 College Parkway, Folsom, CA 95630 Claudio: 209-535-4622

SHIP TO
CPU *Attach to Inv. # 15185

INVOICE #	DATE	TOTAL DUE	ENCLOSED
15266	09/26/2017	\$0.00	

SHIP DATE  
09/26/2017

EVENT DATE  
09/26/2017

RETURN DATE  
09/27/2017

QTY	ITEMS	RATE	AMOUNT
6	8' Banquet Tables	9.00	54.00
			Subtotal: 54.00
54	Maintenance/Insurance Fee	0.05	2.70

**PAID**

PAYMENT  
BALANCE DUE

56.70  
**\$0.00**

A Fifty percent (50%) deposit is required to reserve all orders. Customer is responsible for damages and/or losses to rental items in any amount not to exceed replacement value. Chairs and tables are susceptible to water damage and should not be rented if rain is suspected. Malfunctioning equipment must be reported to Elite Rentals before items are used. Cancellations are to be made 10 days prior.

# SPOTLIGHT NIGHT

An Open House Spotighting Career and Technical Education at Folsom Lake College



*Want to get started on a career path?*

*Join us for a Career and Technical Education (CTE) open house and learn about the CTE degree and certificate programs available at Folsom Lake College!*

Tuesday, September 26, 2017

5:30-7:30pm

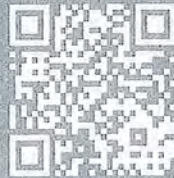
Main Folsom Campus Quad  
10 College Parkway, Folsom, CA 95630

*Want to learn more about Folsom Lake College?  
Join us for*

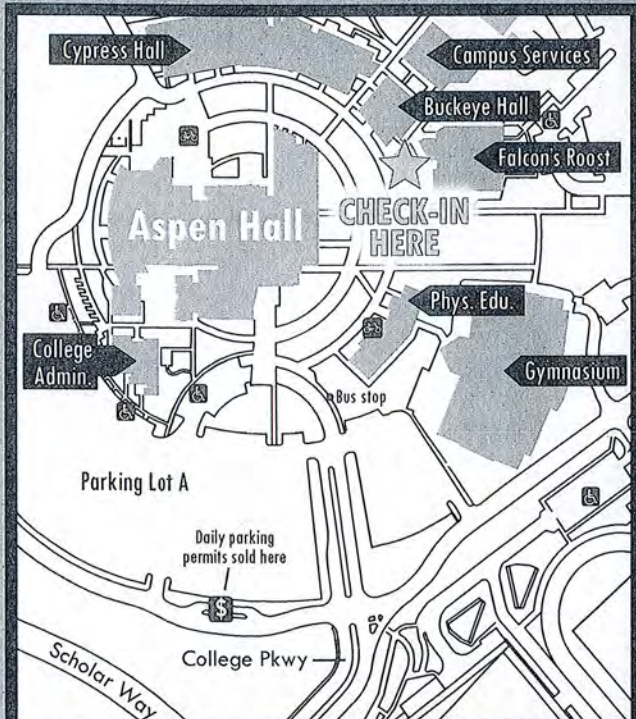
## SPOTLIGHT NIGHT

*An Open House Spotighting Career and Technical Education  
at Folsom Lake College*

- Spotlight on Career & Technical Education (CTE) Programs
- Interactive Demonstrations and Presentations for Career Exploration
- Student-led Campus Tours



For more information, please email:  
[LomastC@flc.losrios.edu](mailto:LomastC@flc.losrios.edu)  
or visit us online:  
[www.flc.losrios.edu/spotlight-night](http://www.flc.losrios.edu/spotlight-night)



Check-in at the quad outside the Falcon's Roost