

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO 0001098933

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 |
| 05/08/2018 | | 1 |
| Payment Terms | Freight Terms | Ship Via |
| NET 30 | Shipping Point | Best Metho |
| Reference: | Location / Dept | |
| 1011891 QUINTELLM SHEWMAKERN | 04VAPA | |

Supplier: 0000028311
 FERNANDEZ JOSH
 c/o FOLSOM LAKE COLLEGE
 10 COLLEGE PARKWAY
 FOLSOM CA 95630

Phone: (916) 216-1854

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 | REIMBURSEMENT FOR JOHN FERNANDEZ FOR "THE MACHINE 2018" ENGLISH PUBLICATION | 1.00 EA | 366.08 | 366.08 | 05/08/2018 |

| | |
|-------------------------|--------|
| Sub Total Amount | 366.08 |
| Sales Tax Amount | 0.00 |
| Total PO Amount | 366.08 |

| BU | Acct | Fd | Org | Prog | Sub | Proj | Amount | BYear |
|-------|------|----|------------|-------|-------|------|--------|-------|
| GENFD | 4500 | 11 | FL.VI.ENGL | 61900 | 00000 | 041A | 366.08 | 2018 |

0001011891HARMANJ04-MAY-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: MISCELLANEOUS

0000003680

| | |
|--|------------------|
| Business Unit: GENFD OPEN | |
| Req ID: 0001011891 | Date: 04/23/2018 |
| Page 1 | |
| Requisition Name: JOSH FERNANDEZ REIMBURSEMENT | |
| Requester Melonie Quintell | |
| Requester Signature | |
| Buyer: Nicholas Shewmaker | |
| Approved: | |
| Entered By: QUINTELM 23-APR-2018 | |

CA 95825
United States

email:

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

| Line-Schd | Description | Quantity | UOM | Price | Extended Amt | Due Date |
|-----------|---|----------|-----|--------|--------------|------------|
| 1-1 | REIMBURSEMENT FOR JOHN FERNANDEZ FOR "THE MACHINE 2018" ENGLISH PUBLICATION | 1 | EA | 366.08 | 366.08 | 04/26/2018 |

Total Requisition Amount: 366.08

| <u>BU</u> | <u>Acct</u> | <u>Fd</u> | <u>Org</u> | <u>Prog</u> | <u>Sub</u> | <u>Proj</u> | <u>Amount</u> |
|-----------|-------------|-----------|------------|-------------|------------|-------------|---------------|
| GENPD | 4500 | 11 | FL.VI.ENGL | 61900 | 00000 | 041A | 366.08 |



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

Ask a Question

Files

Proofs

Get a Quote

Reorder

Status: Completed

Support Ticket

| Order Date | Ordered By | Phone | Date Completed | Service Rep. | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|------------------------------|----------------|--------------------------|--------|--------------|--------------------------|----------------|------------------------------|------------------------|----------------|------------------------------|-----------|-----------|------|--|--------|----------------|------------------------|--------|-----------------|----------------------------|-------|-----------------|-----------------------|--------|-----------------|--------|
| 04-18-2018 | JOSH | (916) 216-1854 | 04-20-2018 | Valerie | | | | | | | | | | | | | | | | | | | | | | | | |
| Quantity | Printing Services | | | Price | | | | | | | | | | | | | | | | | | | | | | | | |
| 24 | <p>Title: the machine 2018</p> <p><u>Book Specifications</u> Book Size: 8.5" x 11" portrait B&W Pages: 37 Color Pages: 8 List of Color Pages: 8,14,17,24,26,27,31,43 Paper Stock: 60# Offset - White Binding Type: Perfect Bound Lamination Type: Gloss Production Speed: Super Rush (48 Hours - 2 Business Days)</p> <p><u>Additional Comments</u> Page 3 (with the Folsom Lake College logo in teal) is black and white. Need by 4/26th</p> <p>Proof Files</p> <table border="1"> <thead> <tr> <th>File Name</th> <th>Date</th> <th>Proof Status</th> </tr> </thead> <tbody> <tr> <td>158716_Text_Proof_4C.pdf</td> <td>4/19/18 3:08pm</td> <td>Approved on 4/19/18 @ 3:17pm</td> </tr> <tr> <td>158716_Cover_Proof.pdf</td> <td>4/19/18 3:08pm</td> <td>Approved on 4/19/18 @ 3:17pm</td> </tr> </tbody> </table> <p>Book Files</p> <table border="1"> <thead> <tr> <th>File Name</th> <th>File Size</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>The Machine Print.FINAL FOR PRINT 4.13.pdf</td> <td>979634</td> <td>4/18/18 9:50am</td> </tr> <tr> <td>The Machine MIDDLE.pdf</td> <td>990659</td> <td>4/19/18 12:21pm</td> </tr> <tr> <td>The Machine Back Cover.pdf</td> <td>69881</td> <td>4/19/18 12:21pm</td> </tr> <tr> <td>The Machine COVER.pdf</td> <td>126588</td> <td>4/19/18 12:21pm</td> </tr> </tbody> </table> | | | File Name | Date | Proof Status | 158716_Text_Proof_4C.pdf | 4/19/18 3:08pm | Approved on 4/19/18 @ 3:17pm | 158716_Cover_Proof.pdf | 4/19/18 3:08pm | Approved on 4/19/18 @ 3:17pm | File Name | File Size | Date | The Machine Print.FINAL FOR PRINT 4.13.pdf | 979634 | 4/18/18 9:50am | The Machine MIDDLE.pdf | 990659 | 4/19/18 12:21pm | The Machine Back Cover.pdf | 69881 | 4/19/18 12:21pm | The Machine COVER.pdf | 126588 | 4/19/18 12:21pm | 268.70 |
| File Name | Date | Proof Status | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 158716_Text_Proof_4C.pdf | 4/19/18 3:08pm | Approved on 4/19/18 @ 3:17pm | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 158716_Cover_Proof.pdf | 4/19/18 3:08pm | Approved on 4/19/18 @ 3:17pm | | | | | | | | | | | | | | | | | | | | | | | | | | |
| File Name | File Size | Date | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The Machine Print.FINAL FOR PRINT 4.13.pdf | 979634 | 4/18/18 9:50am | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The Machine MIDDLE.pdf | 990659 | 4/19/18 12:21pm | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The Machine Back Cover.pdf | 69881 | 4/19/18 12:21pm | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The Machine COVER.pdf | 126588 | 4/19/18 12:21pm | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Additional and Miscellaneous Services | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Simple File Fix | | | 35.00 | | | | | | | | | | | | | | | | | | | | | | | | |
| Shipping Services | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24 | 2 day to JOSH FERNANDEZ 2113 IRVIN WAY SACRAMENTO, CA 95822 FedEx Tracking #415476745519 Date Shipped: 4/20/2018 | | | 62.38 | | | | | | | | | | | | | | | | | | | | | | | | |
| Payments / Credits | | | | Printing Total | 268.70 | | | | | | | | | | | | | | | | | | | | | | | |
| Date | Source | Detail | Amount | Additional / Misc | 35.00 | | | | | | | | | | | | | | | | | | | | | | | |
| 04-18-2018 10:03 PM | MasterCard | 07448761BB3274515 | \$347.15 | Shipping Total | 62.38 | | | | | | | | | | | | | | | | | | | | | | | |
| 04-19-2018 2:49 PM | MasterCard | 2JB92056542452109 | \$18.93 | Order Total | 366.08 | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | Paid | 366.08 | | | | | | | | | | | | | | | | | | | | | | | |

Harman, Joany

From: Harman, Joany
Sent: Monday, April 30, 2018 1:07 PM
To: Fernandez, Joshua; Snowden, Robert "BJ" (Dr.)
Cc: Quintell, Melonie
Subject: Items needed for Josh Fernandez reimbursement
Attachments: OLR#_0001011891_MISC (Josh Fernandez).pdf

We received the attached request for reimbursement for Josh Fernandez. District Accounting is requiring the following items before they will process this reimbursement:

1. A signed memo from Josh stating he understands that anything ordered on behalf of the college must be delivered to the college.
2. A signed memo from BJ stating that the items purchased are physically housed at the college and are not at the address of Josh Fernandez where they were originally delivered.

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



F O L S O M L A K E C O L L E G E
EL DORADO CENTER ♦ RANCHO CORDOVA CENTER

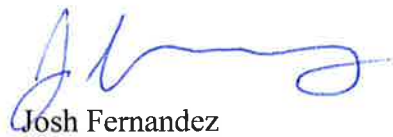
10 College Parkway, Folsom, CA 95630 ■ 916-608-6500 ■ www.flc.losrios.edu

May 2, 2018

To Whom It May Concern,

I understand that everything ordered on behalf of the college must be delivered to the college.

Please feel free to contact me with any questions.



Josh Fernandez
Assistant Professor of English
fernanj@flc.losrios.edu
(916) 608-6911



BJ Snowden, Ed.D.
Folsom Lake College
10 College Parkway, Folsom, CA 95630
(916) 608-6752
snowder@flc.losrios.edu

Memo

TO: Joany Harman

FROM: BJ Snowden

RE: Lit Magazine Printing

The printed Lit Magazine's purchased by Professor Fernandez are physically housed at the college and are not at the address of Josh Fernandez where they were originally delivered.

Sincerely,

A handwritten signature in black ink, appearing to read "BJ Snowden", followed by a period.

Dr. BJ Snowden
Dean of Instruction
Folsom Lake College

Haney, Brenda

From: Snowden, Robert "BJ" (Dr.)
Sent: Monday, April 23, 2018 1:20 PM
To: Fernandez, Joshua
Cc: Haney, Brenda; Quintell, Melonie
Subject: Lit Mag

Josh

I'm approving you to pay for the lit mag printing. We will reimburse you for the charges. Please make sure that the order is in the name of Folsom Lake College and the prints are sent to campus.

-Melonie

We need to change the current req. to a reimbursement for Josh.

Thanks all

Bj

Haney, Brenda

From: Haney, Brenda
Sent: Thursday, April 19, 2018 7:42 AM
To: Quintell, Melonie; Snowden, Robert "BJ" (Dr.); Fernandez, Joshua
Cc: Hart, Kristy; Barnes, Kathy
Subject: For Your Action_ RE: English Dept. Literary Magazine Printing Request / Forward to FLC Printing & PSIO
Attachments: DiggyPod.pdf
Importance: High

Hi BJ / Melonie –

As Josh Fernandez – has indicated below, that he will not approach FLC Printing Services for quote on this printing project, and plans to use online company DiggyPOD for publishing the 2018 Literary Magazine.

If you approve the English Dept. budget **GENFD 4500 11 FL.VI.ENGL 61900 00000 2018 041A** to pay for this expense, then the following will need to happen, ASAP.

- 1) **The order will need to be in the name of Folsom Lake College and shipped to FLC Receiving.** As noted before: The College/District cannot pay a vendor or reimburse an employee for merchandise ordered in another name or shipped to a personal address.
- 2) **Prepare an online requisition as follows** - (depending on what stage this quoted order is in at this time (still pending or already in production):
 - a. To Vendor: MISC for Josh Fernandez – if you want DO to reimburse Instructor for out-of-pocket expense - (order has already been placed and is in production).

OR

 - b. To Vendor: US BANK for DiggyPOD – if you want DO to process as online order with credit card pre-pay – (order is only quoted and production has not begun).
 - i. Note: As requested delivery timeline is for a 4/26 event, this would have to be processed as a *RUSH Request*, and will need to be hand carried to BSO no later than 9:00 AM Friday 4/20/18 for order placement same day.

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Fernandez, Joshua

Sent: Wednesday, April 18, 2018 7:06 PM

To: Haney, Brenda <haneyb@flc.losrios.edu>; Quintell, Melonie <QuinteM@flc.losrios.edu>

Cc: Hart, Kristy <HartK@flc.losrios.edu>; Barnes, Kathy <BarnesK@flc.losrios.edu>

Subject: RE: English Dept. Literary Magazine Printing Request / Forward to FLC Printing & PSIO

I mentioned earlier that our printer was unable to deliver the type of magazine we needed last year, which is why I had to use an outside service. I will take care of it myself.

Josh



877-944-78
Monday - Friday 9:00-5:00



Self Publishing



Book Printing



How to Publish a Book



Printing Services

[DiggyPOD Order View](#)

Quote #Q158716

[Order History](#)
[Print Quote](#)

Ask a Question

Support Ticket

Edit Quote

Place Order

Status: Quote

Ship Date:

| Quote Date | Ordered By | Phone | Date Completed | Service Rep. | | | | | | |
|--|--|----------------|----------------|--------------|-----------|------|--|--------|----------------|--------|
| 04-13-2018 | JOSH | (916) 216-1854 | | Sales | | | | | | |
| Quantity | Printing Services | | | Price | | | | | | |
| 30 | <p>Title: the machine 2018</p> <p><u>Book Specifications</u></p> <p>Book Size: 8.5" x 11" portrait B&W Pages: 37 Color Pages: 10 List of Color Pages: 9, 15, 18, 25, 27, 28, 32, 44, 47 (back cover) Paper Stock: 60# Offset - White Binding Type: Perfect Bound Lamination Type: Gloss Production Speed: Super Rush (48 Hours - 2 Business Days)</p> <p><u>Additional Comments</u></p> <p>Page 3 (with the Folsom Lake College logo in teal) is black and white.</p> <p>Book Files</p> <table border="1"> <thead> <tr> <th>File Name</th> <th>File Size</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>The Machine Print.FINAL FOR PRINT 4.13.pdf</td> <td>979634</td> <td>4/13/18 3:58pm</td> </tr> </tbody> </table> | | | File Name | File Size | Date | The Machine Print.FINAL FOR PRINT 4.13.pdf | 979634 | 4/13/18 3:58pm | 340.50 |
| File Name | File Size | Date | | | | | | | | |
| The Machine Print.FINAL FOR PRINT 4.13.pdf | 979634 | 4/13/18 3:58pm | | | | | | | | |
| Shipping Services | | | | | | | | | | |
| 30 | 2 day to JOSH FERNANDEZ 2113 IRVIN WAY SACRAMENTO, CA 95822 | | | 78.06 | | | | | | |
| Payments / Credits | | | Printing Total | 340.50 | | | | | | |
| | | | Shipping Total | 78.06 | | | | | | |
| | | | Order Total | 418.56 | | | | | | |
| | | | Paid | 0.00 | | | | | | |
| | | | Balance | \$418.56 | | | | | | |

Requisition

Supplier: MISCELLANEOUS

 ***** CA 95825
 United States

0000003680

| | |
|---|------------------|
| Business Unit: GENFD OPEN | |
| Req ID: 0001011869 | Date: 04/20/2018 |
| Page 1 | |
| Requisition Name: DIGGYPOD - THEMACHINEPUB-JF | |
| Requester: Melonie Quintell | Bldg#: VAPA |
| Requester Signature | |
| Buyer: Nicholas Shewmaker | |
| Approved: | |
| Entered By: QUINTELM 20-APR-2018 | |

email:

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

Be do

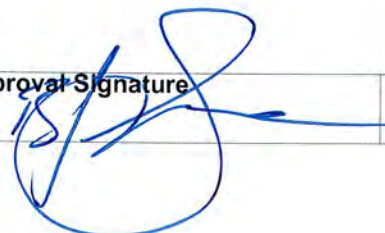
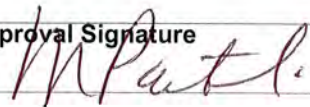
| Line-Schd | Description | Quantity | UOM | Price | Extended Amt | Due Date |
|----------------------------------|---|----------|-----|--------|---------------|------------|
| 1-1 | SEE ATTACHED INVOICE: QTY:30 FILE NAME THE MACHINE PRINT FINAL FOR PRINT 4.13.PDF | 1 | EA | 340.50 | 340.50 | 04/25/2018 |
| 2-1 | SHIPPING | 1 | EA | 78.06 | 78.06 | 04/25/2018 |
| 3-1 | TAX @ 7.75% | 1 | EA | 26.39 | 26.39 | 04/25/2018 |
| Total Requisition Amount: | | | | | 444.95 | |

*as apply
Emply
Reimb*

Receiving: package belongs to Josh Fernandez

| BU | Acct | Fd | Org | Prog | Sub | Proj | Amount |
|-------|------|----|------------|-------|-------|------|--------|
| GENFD | 4500 | 11 | FL.VI.ENGL | 61900 | 00000 | 041A | 444.95 |

VOID

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

Haney, Brenda

From: Haney, Brenda
Sent: Wednesday, April 18, 2018 11:41 AM
To: Fernandez, Joshua; Quintell, Melonie
Subject: RE: English Dept. Book Publishing Quote/Order_ DiggyPod

Hi Josh –

Appreciate your quick response, and clarification on this printing project.

Just a few more questions:

- Is it the English Dept. publishing the Literary Magazine; or is this a Student Club project?
- What Budget Code / Funding are you using for this expenditure?
- Did you approach FLC Print Services for a Quote to publish/print this? If Yes - please provide quote. If Not – please contact them for a quote.
- How/Where will this Literary Magazine be distributed?

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Fernandez, Joshua
Sent: Wednesday, April 18, 2018 11:07 AM
To: Haney, Brenda <haneyb@flc.losrios.edu>; Quintell, Melonie <QuinteM@flc.losrios.edu>
Subject: RE: English Dept. Book Publishing Quote/Order_ DiggyPod

- Why is this book being published?
This is the college literary magazine
- Has this printing order already been completed and delivered?
No, this hasn't been printed yet.
- Is the book for approved use in the English classes? If yes – what classes? If no – please explain further?
No, this is the college literary magazine.
- Is the book to be sold to students through the FLC Bookstore?
No.
- Has use of FLC Logo been pre-approved for this publication? If yes – who approved it?
No.

JOSH FERNANDEZ

assistant professor, english
folsom lake college

full-length collection of poems *Spare Parts and Dismemberment*
R.L. Crow Publications

Haney, Brenda

From: Haney, Brenda
Sent: Wednesday, April 18, 2018 10:51 AM
To: Quintell, Melonie; Fernandez, Joshua
Subject: English Dept. Book Publishing Quote/Order_ DiggyPod
Attachments: DiggyPod.pdf

Melonie – responding to your email below.

Josh – this is follow up to the voicemail I left you today.

I'm happy to assist once I fully understand what this request is about.

With that, in addition to the questions Melonie addresses in her email below, we need to know the following information:

- Why is this book being published?
- Has this printing order already been completed and delivered?
- Is the book for approved use in the English classes? If yes – what classes? If no – please explain further?
- Is the book to be sold to students through the FLC Bookstore?
- Has use of FLC Logo been pre-approved for this publication? If yes – who approved it?

Note: The College/District cannot pay a vendor or reimburse an employee for merchandise shipped to a personal address. If this order is still pending – we will need to review this request further once the questions above are answered.

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Quintell, Melonie
Sent: Wednesday, April 18, 2018 9:42 AM
To: Haney, Brenda <haneyb@flc.losrios.edu>
Subject: DiggyPod

Morning,

I was given this invoice yesterday and looked up DiggyPod up in the Supplier list and they were not listed.

This is the vendor Josh Fernandez (English professor) wants to use for his publications.

I sent him an email this morning to find out if this is just a quote, or has the work already started. I am waiting to hear back.

If the work hasn't started is the a approved vendor we could use in place of DiggyPOD to make this process smoother? Quote is attached.

Thank you,