

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 0001098930

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date	Revision	Page
05/11/2018		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1012205 HOWARDS SHEWMAKERN	04ASPH	

Supplier: 0000040456
 HOWARD SALLY
 C/O FOLSOM LAKE COLLEGE
 10 COLLEGE PARKWAY
 FOLSOM CA 95630

Ship To: FOLSOM LAKE COLLEGE
 RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630
 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	REIMBURSEMENT FOR PURCHASE OF FLC FOUNDATION MEMBERSHIP CARD LETTERHEAD LASER MEMBER CARDS PAID INVOICE# 113505 ATTACHED	1.00 EA	272.37	272.37	05/11/2018

Sub Total Amount	272.37
Sales Tax Amount	0.00
Total PO Amount	272.37

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4500	11	FL.CP.COAD	67100	00000	041A	272.37	2018

0001012205HARMANJ04-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

 ***** CA 95825
 United States

email:

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

Business Unit:		GENFD	OPEN
Req ID:	Date	Page	
0001012205	05/03/2018	1	
Requisition Name:			
2018 HOWARD, SALLY REIMB			
Requester			
Sally Howard			
Requester Signature			
Buyer: Nicholas Shewmaker			
Approved:			
Entered By: HANEYB 03-MAY-2018			

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	REIMBURSEMENT FOR PURCHASE OF FLC FOUNDATION MEMBERSHIP CARD LETTERHEAD	1	EA	272.37	272.37	
	LASER MEMBER CARDS PAID INVOICE# 113505 ATTACHED					

Total Requisition Amount: 272.37

<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.CP.COAD	67100	00000	041A	272.37

See signatures on attached paper REQ 768191 - Requester and College President

Approval Signature	Approval Signature	Approval Signature
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Los Rios Community College District 2018

Requisition

Req. No. **768191**
P.O. NO.

Vendor Code

DATE 4/18/18
VENDOR SALLY HOWARD
ADDRESS 87 SUICE WAY
CITY Folsom STATE CA ZIP 95630-8740
PHONE _____ FAX _____

DELIVERY INSTRUCTIONS
Location Code _____
College/District Location _____ Department _____
Division _____ Date Required _____

ITEM	DESCRIPTION <small>GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES</small>	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
	<small>*Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION.</small>				
1	Memberships cards for Emeriti & Alumni Assoc	1000			250.00
2					
3					
4	Shippings				22.37
5					
6					
7					
8					
9					
10					
11					
12					
13					

Purchases Charged to Categorical Programs, Grants or Special Projects		SalesTax
This purchase is in compliance with the requirements of _____		
Program Name	For grants/special projects	
Program Director/Coordinator Signature	Project/Grant Number	Total <u>272.37</u>
Program Goal/Objective Number/Explanation		

I 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: Sally Howard TYPED/PRINT DATE 4/12/18
REQUESTED BY: Sally Howard SIGNATURE DATE 4/12/18
AUTHORIZED: _____ DEAN OR AUTHORIZED SIGNATURE DATE 4/23/18
APPROVED: _____ VICE PRESIDENT, ADMINISTRATION DATE _____

GENFD/4500 / 11 / FL.CP.COAP

Bus. Unit	Account*	Fund	Org	
<u>67100</u>	<u>100000</u>	<u>12081</u>	<u>041A</u>	\$ <u>272.37</u>
Program	Sub-Class	BY	Proj/Grnt	Amount
Bus. Unit	Account*	Fund	Org	
				\$
Program	Sub-Class	BY	Proj/Grnt	Amount

*** Asset Location - For equipment purchases over \$200 (Accounts 6490, 6495 and computers) complete the area below indicating the final location where equipment will be housed.**

Location Code _____ Dept. _____
Building _____ Room No. _____

Instructions on Reverse

LaserMemberCards

2230 STAFFORD RD
 SUITE 115
 PLAINFIELD, IN 46168
 support@lasermembercards.com

Invoice

Date	Invoice #
4/12/2018	113505

Bill To

Sally Howard
 10 College Parkway
 Folsom, CA 95630

PAID
 04/12/2018

Ship To

Sally Howard
 10 College Parkway
 Folsom, CA 95630

P.O. Number		Terms	Rep	Shipping	Job #	
		Due on receipt	DK	FEDEX GROUND	STOCK	
Quantity	Unit	Item Code	Description		Price Each	Amount
1	M	LMC70114	8.5X14 80# text with one 7 mil plastic perforated card and one full horizontal micro-perforation.		250.00	250.00
		Freight	FREIGHT		22.37	22.37

CREDIT CARD ORDERS

I authorize Laser Member Cards, LLC to charge my VISA MASTERCARD AMEX DISCOVER card (CIRCLE ONE) ending in _____ for the total amount on this invoice.

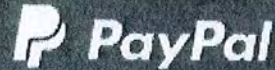
PRINTED NAME ON CARD _____

CARDHOLDER SIGNATURE _____

This Job Total	\$272.37
Sales Tax (0.0%)	\$0.00
Payments/Credits	-\$272.37
Customer Balance	\$0.00

Howard, Sally

From: PayPal <service@paypal.com>
Sent: Thursday, April 12, 2018 9:35 AM
To: Howard, Sally
Subject: Your receipt for payment to Laser Member Cards, LLC



You paid \$272.37 USD to
Laser Member Cards, LLC



Thanks for using PayPal, Sally Howard

Create a PayPal account in just a few seconds so every checkout is a snap!

[Activate PayPal Now](#)

Payment details

For your purchase on April 12, 2018

Details

Qty. 1000 LMC-70114 1-Up 7 mil plastic
card on 14, package of 1 items @250.00

\$250.00 USD

each.

Item no. LMC70114

Shipping and Handling \$22.37 USD

Via: FedEx Ground (Insured), To: US-95630

Subtotal \$272.37 USD

Amount you'll pay \$272.37 USD

Paid with AMERICAN EXPRESS x-1001

The transaction will appear on your statement as PayPal * PAYPAL *LASERMEMBER

Ship to

Sally Howard
10 College Parkway
Foslom, CA 95630
United States

PayPal: easy to get, easy to use

PayPal isn't just a convenient way to shop online. It's also an easy way to send money to anyone, across town or around the world.

[**Activate PayPal Now**](#)

Receipt number

2447-4847-4941-3889

Save this receipt in case you need to contact Laser Member Cards, LLC or PayPal customer service.

Merchant details

Laser Member Cards, LLC
support@lasermembercards.com
770-693-6704

Customer Details

Sally Howard
howards@flc.losrios.edu



[Help Center](#) | [Resolution Center](#) | [Security Center](#)

Please do not reply to this email. To get in touch with us, click **Help & Contact**, or call 1 (888) 221-1161.

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PayPal PPC000885:1.59:7dd5add1196a

Haney, Brenda

From: Howard, Sally
Sent: Thursday, May 3, 2018 9:52 AM
To: Haney, Brenda
Subject: RE: Voice Mail from Haney, Brenda (1 minute and 41 seconds)
Attachments: SKM_C30818050209540.pdf

Brenda, here are copies of invoices and payment for the membership card letterhead. This is used each year to send membership cards to our Emerti and Almuni who join the associations. I purchased a stock of 1000 so it should last several years or more.



I am at my desk and would appreciate help with the online req when you have time. ☺

Sally Howard | Director of College Advancement
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
p. 916.608.6643 | c. 916.47.1733 | howards@flc.losrios.edu | www.flc.losrios.edu



From: Microsoft Outlook **On Behalf Of** Haney, Brenda
Sent: Wednesday, May 2, 2018 3:58 PM
To: Howard, Sally <HowardS@flc.losrios.edu>
Subject: Voice Mail from Haney, Brenda (1 minute and 41 seconds)

You received a voice mail from Haney, Brenda at w0003246@losrios.edu

Caller-Id: w0003246@losrios.edu
Job Title: Account Clerk III
Company: FLC
Work: +1 (916) 608-6635
E-mail: haneyb@flc.losrios.edu
IM Address: w0003246@losrios.edu

Learn how to listen to your voicemail from your desk. See the [Play-on-Phone guide](#).

FROM:

LASER MEMBER CARDS, LLC
1135 AVENIDA ACASO

CAMARILLO CA 93012
US

SHIP DATE: 13 APR 18
ACTWGT: 25.00 LB MAN
CAD: 0661209/CAFE3111

BILL 3rd PARTY

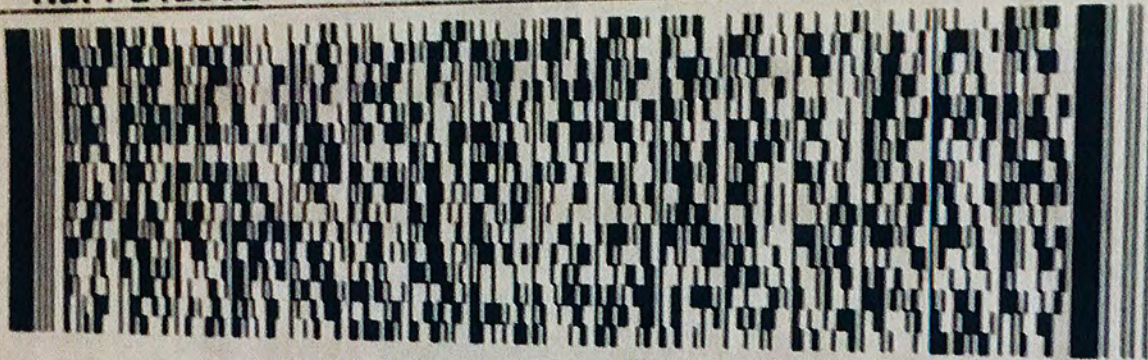
TO

SALLY HOWARD
10 COLLEGE PARKWAY

FOLSOM CA 95630

*Carton
delivered to
Fre Serv (US)*

REF: 212962



FedEx
Ground



TRK# 4386 3773 2209

9622 0417 3 (000 000 0000) 0 00 1200

95630

EXP 01/18