



LIMITED PURCHASE ORDER
(Not to Exceed \$200.00)

<p>VENDOR NAME AND ADDRESS:</p> <p>Kathy Barnes Liguori w0023322</p> <p><i>Employee reimbursement</i></p>	<p>DELIVERY INSTRUCTIONS: <input type="checkbox"/> Deliver to Address Below (Check one) <input checked="" type="checkbox"/> Will Call</p>
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ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	Small Kraft bags	1	lot			32.63
2	Multi color candy	1	lot			82.88
3	hexagon jars	1	lot			44.97
4						
5						
6						
7						
8						
9						
10	<i>OTEX 6/1/18</i>					

<p>Purchases Charged to Categorical Programs, Grants or Special Projects This purchased is in compliance with the requirements of:</p> <p>Program Name _____</p> <p>For grants/special projects _____ Project/Grant Number _____</p> <p>Program Director/Coord. Signature _____</p> <p>Program Goal/Objective Number/Explanation _____</p>	<p>SUB-TOTAL</p> <p>SALES TAX <i>Inc</i></p> <p>TOTAL (Not to Exceed \$200.00) 160.48</p>
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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: *Kathy Barnes Liguori* (Typed/Print) DATE: *6/7/18*

Requested by: *[Signature]* (Signature) DATE: *6/7/18*

Approved: *[Signature]* (Dean or other authorized signature) DATE: *6/7/18*

Approved: *[Signature]* (Vice President, Administration) DATE: *6/11/18*

Received by *[Signature]* Date *6/7/18*

Requested by: *Genfd* ^{*4800*} ~~*5200*~~ / *11* / *FL.VA.STAF*

Bus. Unit Account Fund Org

Requested by: *67500* / *00000* / *18* / *101L* \$ *80.24*

Program Sub-Class BY Proj/Grnt Amount

Approved: *Genfd* ^{*4800*} ~~*5200*~~ / *11* / *FL.VA.OFFC*

Bus. Unit Account Fund Org

Approved: *67500* / *00000* / *18* / *051E* \$ *80.24*

Program Sub-Class BY Proj/Grnt Amount

ENTERED
PN S

to AOPS

Haney, Brenda

From: Haney, Brenda
Sent: Friday, June 22, 2018 2:22 PM
To: Kirklin, Kathleen
Cc: Barnes, Kathy
Subject: FW: For Your Action_F3514_Reimbursement Request _K. Barnes-Liguori
Attachments: F3514_LIGUORI,KATHY BARNES.PDF

Importance: High

Hi Kathleen –

Can you help with this - District Accounting is requesting confirmation of the following, (see highlights below):

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Haney, Brenda
Sent: Tuesday, June 12, 2018 2:26 PM
To: Barnes, Kathy <BarnesK@flc.losrios.edu>
Subject: For Your Action_F3514_Reimbursement Request _K. Barnes-Liguori
Importance: High

Hi Kathy –

For your Action – Additional documentation required:

As the merchandise for the Amazon.com receipts submitted, were shipped to your home, and not to FLC as required for all college purchases.

District Accounting – requires confirmation from the Manager overseeing this purchase/event – verifying that the merchandise purchased was indeed received by FLC and used for the purpose specified on your reimbursement request. Confirmation may be submitted to BSO via email - Refer to PO#_F3514 Amazon receipt.

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

Interoffice Memorandum

Date: May 17, 2018
To: Classified Professional Development Committee (by Kathy Barnes)
From: Wenda Vander Werf, Classified Professional Development Funding Chair
Subject: Classified SKILLS Day

Congratulations! Your request for Professional Development funding has been approved by the Professional Development Committee!

Amount: \$930.94
Event: Classified SKILLS Day
Location: Folsom Lake College
Date: June 6, 2018

Please use the following budget code for your travel authorization:

GENFD 5200 11 FL.VA.STAF 67500 00000 2017 101L

A brief report about the activity is due two weeks after your workshop. Please submit the report for the Professional Development Committee to my attention. Include an evaluation of the event, as well as what was gained by the participants by attending.

Please contact the Business Office at your campus ***in advance*** should you need to prepay or need a cash advance for any reason.

If you have any questions, I am available to assist by phone at 916.608.6572 or by email at vanderw@flc.losrios.edu

Enjoy your event!

cc: Kathleen Kirklin



Final Details for Order #112-6203906-0836263

Print this page for your records.

Order Placed: April 24, 2018

Amazon.com order number: 112-6203906-0836263

Order Total: \$41.62

Shipped on April 25, 2018

Items Ordered

Price

1 of: *BagDream Small Kraft Paper Bags 50Pcs 5.25"x3.25"x8", Party Bags, Shopping Bag, Kraft Bags, White Bags with Handles* \$16.64

Sold by: BagDream ([seller profile](#))

Condition: New

Focus on recyclable shopping bag more than 10 years, BagDream is the professional manufacture which devotes to providing the competitive price, excellent products and service.

1 of: *Road 5.25 x 3.25 x 8 Inches 50pcs Black Kraft Paper Bags with Handle, Shopping Bag, Retail bag, Craft Paper Bag, Merchandise Bag, Gift Bag, Party Bag* \$15.99

Sold by: ROAD (HONG KONG) TRADING CO., LIMITED ([seller profile](#))

Condition: New

Shipping Address:

KATHY A BARNESLIGUORI
1880 SILVERADO DR
PLACERVILLE, CA 95667
United States

Item(s) Subtotal: \$32.63

Shipping & Handling: \$0.00

Total before tax: \$32.63

Sales Tax: \$0.00

Total for This Shipment: \$32.63

Shipping Speed:

Two-Day Shipping

Credit Card transactions

Visa ending in 0807: April 25, 2018: \$32.63

To view the status of your order, return to [Order Summary](#).



PartyCity

2780-100 EAST BIDWELL ST
FOLSOM, CA 95630
916-984-6591

048419722281	JET BLK VALU	\$1.99	T
	JET BLK VALUE TISSUE		
048419651529	WHT SUPER VA	\$3.99	T
	WHT SUPER VALUE PK TISSUE		
800093941088	400Z SLVR SH	\$14.99	
	400Z SLVR SHIMMER SIXLETS JAR		
800093941095	400Z GLD SHI	\$14.99	
	400Z GLD SHIMMER SIXLETS JAR		
	BOGO 30% OFF	\$4.50	-
800093940029	400Z SUNSHIN	\$14.99	
	400Z SUNSHINE YLW SIXLETS TUB		
	BOGO 30% OFF	\$4.50	-
800093940142	400Z NEW PRP	\$14.99	
	400Z NEW PRPL SIXLETS TUB		
800093940067	400Z KIWI GR	\$14.99	
	400Z KIWI GRN SIXLETS TUB		
	BOGO 30% OFF	\$4.50	-
800093940135	400Z CARIBBE	\$14.99	
	400Z CARIBBEAN BLU SIXLETS TUB		

=====

SUBTOTAL	\$82.42
GEN MERCH TAX @ 7.750%	\$0.46
TOTAL	\$82.88
	\$82.88

ITEMS = 8 YOU SAVED \$13.50

=====

DEBIT	SALE \$82.88
XXXXXXXXXXXX1791	CHIP
JOURNAL:	1305192668772709



Final Details for Order #113-7389231-1369001

Print this page for your records.

Order Placed: May 18, 2018
Amazon.com order number: 113-7389231-1369001
Order Total: \$44.97

Shipped on May 18, 2018

Items Ordered

3 of: *Hexagon Jars Gold Lid (15pcs, 6.0 oz) Hexagon Glass Jars with Gold Plastisol Lined Lids for Jam Honey Jelly Wedding Favors Baby Shower Favors Baby Food DIY Magnetic Spice Jars Crafts Canning Jars* \$14.99
Sold by: Cross Border Group ([seller profile](#))

Condition: New

Shipping Address:

KATHY A BARNESLIGUORI
1880 SILVERADO DR
PLACERVILLE, CA 95667
United States

Item(s) Subtotal: \$44.97
Shipping & Handling: \$0.00

Total before tax: \$44.97
Sales Tax: \$0.00

Shipping Speed:

Two-Day Shipping

Total for This Shipment: \$44.97

Payment information

Payment Method:

Amazon.com Visa | Last digits: 0807

Item(s) Subtotal: \$44.97
Shipping & Handling: \$0.00

Billing address

Kathy A BarnesLiguori
1880 SILVERADO DR
PLACERVILLE, CA 95667
United States

Total before tax: \$44.97
Estimated tax to be collected: \$0.00

Grand Total: \$44.97

Credit Card transactions

Visa ending in 0807: May 18, 2018: \$44.97

To view the status of your order, return to [Order Summary](#).

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2018, Amazon.com, Inc. or its affiliates

From: [Kirklin, Kathleen](#)
To: [Haney, Brenda](#)
Subject: RE: For Your Action_F3514_Reimbursement Request _K. Barnes-Liguori
Date: Friday, June 22, 2018 2:32:19 PM
Attachments: [image001.png](#)

Good afternoon Brenda,

This email is sent as confirmation that the items listed on Kathy Barnes reimbursement request were received by the college. These items were supplies used by the classified staff participating at the Classified Skills day event held on June 6th 2018.

Thank you.



Kathleen Kirklin | Vice President, Administration
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
p. 916.608.6733 or 6555 | kathleen.kirklin@flc.losrios.edu | www.flc.losrios.edu

“Do something every day that scares you.” Eleanor Roosevelt

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