

**From:** [Harman, Joany](#)  
**To:** [Robinson, Brian](#); [Heiland, Joyce](#); [Haney, Brenda](#); [Moreno, Debbie](#)  
**Subject:** National Association for Interpretation  
**Date:** Tuesday, July 3, 2018 10:18:58 AM  
**Attachments:** [image001.png](#)

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The LPO F3260 to National Association for Interpretation has been paid by credit card.

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](mailto:harmanj@flc.losrios.edu) | [www.flc.losrios.edu](http://www.flc.losrios.edu)



**LIMITED PURCHASE ORDER**

(Not to Exceed \$200.00)

<b>VENDOR NAME AND ADDRESS:</b> NATIONAL ASSOCIATION FOR INTERPRETATION 230 CHERRY STREET FORT COLLINS CO 80521 970-484-8283	<b>DELIVERY INSTRUCTIONS:</b> <input checked="" type="checkbox"/> Deliver to Address Below (Check one) <input type="checkbox"/> Will Call DEBORAH MORENO - HISTORICAL DEPT FOLSOM LAKE COLLEGE 10 COLLEGE PARKWAY FOLSOM CA 95630
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ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	19 - Cig WORK - Workbook	19				
2	20-4 TN PCCGID - Pocket Guide	20				
3	8 - PACKET Cig (47617-47624)	8				
4	1 - Cig INSTRUCTOR WORKBOOK	1				
5	1 - CERTSHIP (Shipping FEES)	1			16.43	16.43
6						
7	2 - PACKET Cig (47657-47658)	2				
8	6 - PACKET Cig (48199-48204)	6				
9	1 - CERTSHIP (Shipping FEES)	1			5.00	5.00
10	1 - Cig WORKBOOK	1			10.00	10.00

**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	31.43
SALES TAX	2.45
<b>TOTAL</b> (Not to Exceed \$200.00)	<b>34.08</b>

**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.

Received by *[Signature]* **5-30-18**  
 Date **5-30-18**

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: *[Signature]* TYPED/PRINT: **FOR DEBORAH MORENO** DATE: **5-30-18**

REQUESTED BY: *[Signature]* SIGNATURE: **B. O. K.** DATE: **5-30-18**

Bus. Unit	Account	Fund	Org	Amount
	220501 00000	2018	7000	\$ 34.08

APPROVED: *[Signature]* DEAN OR OTHER AUTHORIZED SIGNATURE DATE: **6/13/18**

APPROVED: *[Signature]* VICE PRESIDENT ADMINISTRATION DATE: \_\_\_\_\_

Bus. Unit	Account	Fund	Org	Amount
				\$

PR  
 20 APR 2018



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

P.O. No. F 3260

Date 5-30-2018

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

VENDOR NAME AND ADDRESS: <b>NATIONAL ASSOCIATION FOR INTERPRETATION 230 CHERRY STREET FORT COLLINS CO 80521 970-484-8283</b>		DELIVERY INSTRUCTIONS: <input checked="" type="checkbox"/> Deliver to Address Below (Check one) <input type="checkbox"/> Will Call <b>DEBORAH MORENO - HISTORICAL DEPT FOLSOM LAKE COLLEGE 10 COLLEGE PARKWAY FOLSOM CA 95630</b>	
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ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	19 - CIG WORK - WORKBOOK	19				
2	30-4 TN PCCD - Pocket Guide	30				
3	8 - PACKET CIG (47617-47624)	8				
4	1 - CIG INSTRUCTOR WORKBOOK	1				
5	1 - CERTSHP (Shipping FEES)	1			16.43	16.43
6						
7	2 - PACKET CIG (47657-47658)	2				
8	6 - PACKET CIG (48199-48204)	6				
9	1 - CERTSHP (Shipping FEES)	1			5.00	5.00
10	1 - CIG WORKBOOK	1			10.00	10.00

Purchases Charged to Categorical Programs, Grants or Special Projects  
This purchased is in compliance with the requirements of:

Lottery  
Program Name

For grants/special projects 700P  
Project/Grant Number

Program Director/Coord. Signature [Signature]  
Program Goal/Objective Number/Explanation

SUB-TOTAL	31.43
SALES TAX	2.45
<b>TOTAL</b> (Not to Exceed \$200.00)	<b>34.08</b>

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: [Signature] TYPED/PRINT: GENE NEELAND (FOR D. MORENO) DATE: 5-30-18

REQUESTED BY: [Signature] SIGNATURE: [Signature] DATE: 5-30-18

Received by: [Signature] Date: 5-30-18

Bus. Unit: 14300 Account: 113 Fund: FL.VI.HISTORICAL

Program: 22050 Sub-Class: 00000 BY: 2018 Proj/Grnt: 700P Amount: \$ 34.08

APPROVED: DEAN OR OTHER AUTHORIZED SIGNATURE: [Signature] DATE: 6/13/18

APPROVED: VICE PRESIDENT ADMINISTRATION: [Signature] DATE: 5-30-18

Bus. Unit: 14300 Account: 113 Fund: FL.VI.HISTORICAL Org: INS

Program: 22050 Sub-Class: 00000 BY: 2018 Proj/Grnt: 700P Amount: \$





230 Cherry Street  
 Fort Collins, CO 80521  
 Toll Free 888-900-8283  
 Local 970-484-8283  
 Fax 970-484-8179

Invoice No. 977240

# Invoice

Sold To: Deborah Moreno  
 History Professor; Chair, History Dept.  
 Folsom Lake College  
 10 College Parkway  
 Folsom, CA 95630

Ship To: Deborah Moreno  
 10 College Parkway  
 Folsom, CA 95630

Account No.	Purchase Order No.	Order Date	Order Number	Terms	Invoice Date	Shipping Method	
1850	CIG020818	1/11/2018	24407	Net 30 Days	5/29/2018	FedEx Ground	
Qty Ordered	Qty Shipped	Back-Ordered	Item Code Description	Unit Price	Extended Price		
1	1		CIGWORK CIG Workbook	10.00	10.00		
Line Item Total	Freight	Handling	Restocking/ Cancellation	Tax	Subtotal	Amount Received	Amount Due
31.63					31.63		31.63

National Association for Interpretation  
 230 Cherry Street  
 Fort Collins, CO 80521  
 Toll Free 888-900-8283  
 Local 970-484-8283  
 Fax 970-484-8179

Quote

*Sarah Edsworth MR*  
*Katy Evans x804*

Quoted To: Deborah Moreno  
 History Professor; Chair, History Dept.  
 Folsom Lake College  
 10 College Parkway  
 Folsom, CA 95630

Ship To: Deborah Moreno  
 10 College Parkway  
 Folsom, CA 95630

*Rec'd 1-15-18*

*(Feb. Mar) FINAL INVOICE*

Account No.	Purchase Order No.	Quote Date	Quote Number	Terms		
850	CIG020818	1/11/2018	24407	Net 30 Days		
Quantity	Item Code	Description	Unit Price	Extended Price		
20	CIGWORK	CIG Workbook				
20	YTNPOCGD	Interpreters Tear-Proof Pocket Guide				
8	PACKET_CIG	Packet: CIG (47617-47624)				
1	CIGWORK	CIG Workbook (free to instructor)				
1	CERTSHIP	Certification Shipping Fees	25.09	25.09		
2	PACKET_CIG	Packet: CIG (47657-47658)				
6	PACKET_CIG	Packet: CIG (48199-48204)				
1	CERTSHIP	Certification Shipping Fees	5.00	5.00		
Line Item Total	Freight	Handling	Other	Tax	Subtotal	Quote Total
30.09					30.09	30.09