

**FOLSOM LAKE COLLEGE
REVOLVING FUND ACCOUNT**

10 College Parkway • Folsom, CA 95630
P: (916) 608-6549

CHECK NO. **F- 01855**

DATE **1/9/2018**

GENFD: NOT TO EXCEED \$500
VENDOR NO. 0000003279
LOCATION 09

CBFUND: NOT TO EXCEED \$1,000
VENDOR NO. 0000000001

TO **Student Insurance
10801 National Blvd Suite# 603
Los Angeles, CA 90064**

1/10/18 to AOPS

REQUISITIONED BY **OLR#_0001010006 CROFF/WRIGHT**

GENFD	5890	11	FL.VI.KINE	08700	00000	2018	041A	264.00
BUS UNIT	ACCOUNT	FUND	DEPARTMENT (ORG)	PROGRAM	CLASS	BY	PROJECT/GRANT	AMOUNT

BUS UNIT	ACCOUNT	FUND	DEPARTMENT (ORG)	PROGRAM	CLASS	BY	PROJECT/GRANT	AMOUNT

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EST. TOTAL AMOUNT
1.32	EA	ImPACT Baseline Testing Invoice# TR 6593 07/17/2017	200.000	264.00

RECEIVED BY: _____
DATE: _____

<p>FOLSOM LAKE COLLEGE REVOLVING FUND ACCOUNT ULID 382004 10 College Parkway • Folsom, CA 95630 (916) 608-6549</p>	<p>JPMorgan Chase Bank, N.A. Sacramento, CA</p>	<p>CHECK No. F- 01855</p>
<p>DATE: January 9, 2018</p>		<p>90-7162 3222</p>
<p>PAY TO THE ORDER OF STUDENT INSURANCE *****</p>		<p>264.00</p>
<p>Two Hundred Sixty-Four and 00/100 *****</p>		<p>\$ _____</p>
<p>DOLLARS</p>		<p>*VOID 6 MONTHS FROM DATE DRAWN</p>
<p>NON-NEGOTIABLE</p>		
<p>ADMINISTRATIVE SERVICES</p>		

Student Insurance
10801 National Blvd Suite #603
Los Angeles CA 90064

INVOICE

Date	Invoice Number
7/17/2017	TR 6593

BILL TO
Los Rios CCD 1919 Spanos Court Sacramento, CA 95825

INSURED
Folsom Lake College 10 College Pkwy Folsom, CA 95630

Policy No	Description	Premium	Quantity	Total
	IMPACT Baseline Testing	1.32	200	264.00

Total	\$264.00
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Please Detach and Return Bottom Portion with Payment

Invoice #: TR 6593

Amount Due: **\$264.00**

Due Date: 7/12/2017

Amount Paid:

Remit To: **Student Insurance**
10801 National Blvd Suite #603
Los Angeles CA 90064

INSURED
Folsom Lake College
10 College Pkwy
Folsom, CA 95630

3192R (See attached)

Requisition

Supplier: STUDENT INSURANCE 0000032907
10801 NATIONAL BLVD STE 603
LOS ANGELES CA 90064
United States

Phone: (310) 826-5688 Fax: (310) 826-1601
email:

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

Business Unit: GENFD OPEN	
Req ID: -	Date Page
0001010006	08/03/2017 1
Requisition Name: STUDENT INSURANCE	
Requester Jeanne Croff	
Requester Signature	
Buyer: Nicholas Shewmaker	
Approved:	
Entered By: M.J 03-AUG-2017	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	IMPACT BASELINE TESTING	200	EA	1.32	264.00	08/10/2017

Total Requisition Amount: 264.00

ATN
ATHLETIC TRAINING-WILLIAM GARCIA

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	5890	11	FL.VI.KINE	08700	00000	041A	264.00

ORR canceled in error by Requester
never processed to BSO.

1/8/18 Email request to pay w/
REV C check. M. Wright.

ENTERED
115.

Approval Signature <i>[Signature]</i> 8.7.14	Approval Signature <i>[Signature]</i>	Approval Signature
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From: [Haney, Brenda](#)
To: [Wright, Matt](#); [Croff, Jeanne](#)
Subject: PAID_REVL CK#FL01855 01/09/18 / LRE: Student Insurance Req# 0001010006
Date: Thursday, January 11, 2018 8:52:27 AM
Attachments: [FL01855_STUDENT_INSURANCE.PDF](#)
[image001.png](#)
Importance: High

Hi Matt –
Thank you for your payment request:
REVL CK#FL01855 – mailed to vendor 01/10/18 – copy attached.

Thank you,
Brenda Haney
Business Services
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Wright, Matt
Sent: Monday, January 8, 2018 9:38 AM
To: Haney, Brenda <haneyb@flc.losrios.edu>; Croff, Jeanne <CroffJ@flc.losrios.edu>
Subject: RE: Student Insurance Req# 0001010006

Morning Brenda,

Jeanne is out ill today. Just confirming that we would like BSO to issue the revolving check for this.

Thank you
Matt

Matt Wright

Dean, Kinesiology, Health, Athletics, and Nutrition / Athletic Director

From: Haney, Brenda
Sent: Friday, January 05, 2018 2:52 PM
To: Croff, Jeanne <CroffJ@flc.losrios.edu>
Cc: Wright, Matt <WrightM@flc.losrios.edu>
Subject: FW: Student Insurance Req# 0001010006
Importance: High

Hi Jeanne –

This OLR shows in PS as Complete, which means it was deleted and not encumbered or approved.
o As this budget is still available and Invoice is \$264.00 – we can process as a Revolving Check, with this copy of OLR.
o That way we can mail to vendor on Monday 01/08/18.
o Please confirm if you want us BSO to issue a revolving check.

Budget Year	Account String	Current Budget	Pre-Encumbrances	Encumbrances	YTD Expenses	Available Balance
2018	GENFD 5890 11 FL.VL.KINE 08700 00000 2018 041A	\$320.00	\$0.00	\$0.00	\$0.00	\$320.00

Unit	Requisition	Requisition Name	Requisition Status	Requester	Req Date	Total Amt	Categorical Certification
GENFD	0001010006	STUDENT INSURANCE	Complete	Jeanne M. Croff	08/03/2017	0.00USD	Categorical Certification

Thank you,
Brenda Haney
Business Services
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Croff, Jeanne
Sent: Tuesday, January 2, 2018 11:02 AM
To: Haney, Brenda <haneyb@flc.losrios.edu>
Subject: Student Insurance Req# 0001010006

Brenda,
I have attached a copy of the online requisition for Student Insurance for \$264.00. I don't show that the invoice was ever paid and the vendor is asking about it. As you can tell from the attached paperwork, I changed the requester from William Garcia to Jeanne Croff. I'm not sure what happened after that. Can you please look into it and let me know what needs to be done to get the vendor paid right away?
Thank you,

Jeanne Croff
Assistant to Dean of Instruction, Kinesiology/Health/Athletics/Nutrition
Folsom Lake College, 10 College Parkway, Folsom, CA 95630, 916 608-6687

From: Croff, Jeanne [<mailto:croffj@flc.losrios.edu>]
Sent: Tuesday, January 02, 2018 10:58 AM
To: Croff, Jeanne <CroffJ@flc.losrios.edu>
Subject: Attached Image

From: [Haney, Brenda](#)
To: "Kimberly Rowan"
Cc: [Swanson, Mary](#)
Subject: RE: Confirming Deposit of REVL CK# FL01855 for _ Invoice# TR6593 _ Student Insurance _ for Folsom Lake College Athletics
Date: Monday, April 23, 2018 7:37:54 AM
Importance: High

Hi Kimberly –

That's excellent news! I am glad you were able to track down our Check# FL01855 \$264.00 and have deposited it to clear Invoice# TR6593. We appreciate your confirmation.

Best Regards,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Kimberly Rowan <Kimberly@studentinsuranceusa.com>

Sent: Monday, April 23, 2018 7:15 AM

To: Haney, Brenda <haneyb@flc.losrios.edu>

Subject: RE: Confirming Lost Check Payment _ Invoice# TR6593 _ Student Insurance _ Folsom Lake College Athletics

Hello Brenda,

Please excuse the delay in reply. I was working on a project and then was out of the office for a couple of days. However, I have had time to research the check payment, and we do have the check in our possession. I will be processing a deposit of it today 4/23/18. We have had staff changes, and it was put in our lockbox for backup tapes and not the lockbox for checks. Please accept my apologies I know how difficult it is when people don't deposit checks promptly.

Best Regards,

Kimberly Rowan

Controller

(T) 310-405-0670

(F) 310--826-1601

CA License No. 0386216

kimberly@studentinsuranceusa.com

www.studentinsuranceusa.com



 Please consider the environment before printing this email. Think Green!

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may contain non-public, confidential, or legally privileged information intended for the sole use of the designated recipient(s). If you are not the intended recipient or have received this communication in error, Please notify the sender immediately by reply email at kimberly@studentinsuranceusa.com, or by telephone referenced above.

From: Haney, Brenda <haneyb@flc.losrios.edu>

Sent: Wednesday, April 18, 2018 8:26 AM

To: Kimberly Rowan <Kimberly@studentinsuranceusa.com>

Subject: Confirming Lost Check Payment _ Invoice# TR6593 _ Student Insurance _ Folsom Lake College Athletics

Importance: High

Good Morning Kimberly,

We mailed Check# FL01855 \$264.00 as payment for Invoice# TR6593 on January 10, 2018. As of today, our banking records show this check as uncashed. Copy of check and invoice attached.

Please reply to this email – to confirm if Student Insurance has received this check, or to report this check as Lost or Not Received, and answer the following questions:

If Received –

Check must be cashed now, as it will become stale dated after six months of issue date.

If Lost –

Please advise if you want the check re-issued, and confirm correct Remit To Address for this Invoice# TR6593; and/or advise if payment may be made by credit card, (if yes – please email instructions for credit card remittance).

Best Regards,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu