

LOS RIOS COMMUNITY COLLEGE DISTRICT PURCHASE ORDER NO 0001096077

PURCHASING: (916) 568-3071 • FAX: (916) 568-3145
 ACCOUNTING OPS: (916) 568-3065 • FAX: (916) 286-3636

Date	Revision	Page
12/04/2017		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1010407 CROFFJ SHEWMAKERN	04ADMN	

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Supplier: 0000036377
 SUPPLYWORKS
 650 BRENNAN ST
 SAN JOSE CA 95131

Phone: (408) 324-3249
Fax: (855) 329-2532

email: heather.kotil@supplyworks.com

Ship To: FOLSOM LAKE COLLEGE
 RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630-6798
 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	LAUNDRY DETERGENT; ITEM# PGC70672; 8 TIDE PRO SC; CLSD LOOP	2.00 EA	181.59	363.18	11/30/2017
2- 1	HANDLING CHARGE	1.00 EA	7.95	7.95	11/30/2017

ITEMS ALREADY RECEIVED
 DO NOT SEND TO VENDOR

FIT
 RE: INVOICE 414923235

Sub Total Amount	371.13
Sales Tax Amount	28.77
Total PO Amount	399.90


BU	Acct	Fd	Org	Prog	Sub	Proi	Amount	BYear
GENFD	4300	12	FL.VI.KINE	08350	00000	700P	399.90	2018

0001010407KIRKLINK01-DEC-2017

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>

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: SUPPLYWORKS 0000036377
 650 BRENNAN ST
 SAN JOSE CA 95131
 United States
Phone: (408) 324-3249 **Fax:** (855) 329-2532
email: heather.kotil@supplyworks.com

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

Business Unit: GENFD OPEN		
Req ID:	Date	Page
0001010407	11/28/2017	1
Requisition Name: SUPPLY WORKS		
Requester Jeanne Croff		
Requester Signature		
Buyer: Nicholas Shewmaker		
Approved:		
Entered By: M.J 28-NOV-2017		

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	LAUNDRY DETERGENT; ITEM# PGC70672; 8 TIDE PRO SC; CLSD LOOP	2	EA	181.59	363.18	11/30/2017
2-1	HANDLING CHARGE	1	EA	7.95	7.95	11/30/2017

Total Requisition Amount: 371.13

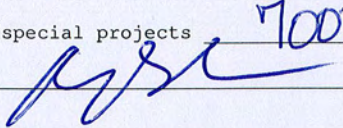
FIT
 RE: INVOICE 414923235
 SALES TAX \$28.76
 TOTAL \$399.89

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	4300	12	FL.VI.KINE	08350	00000	700P	371.13

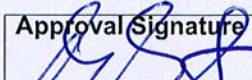
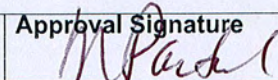
Purchases Charged to Catagorical Programs, Grants or Special Project.

This purchase is in compliance with the requirement of Lottery

For grants/special projects 700P



Name: _____

Approval Signature 	Approval Signature 	Approval Signature
---	---	--------------------


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

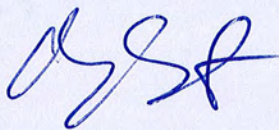
INTEROFFICE MEMORANDUM

DATE: NOVEMBER 28, 2017
TO: FLC BUSINESS SERVICES
FROM: MATT WRIGHT, DEAN, KHAN/ATHLETIC DIRECTOR
SUBJECT: EXPLANATION OF UNAUTHORIZED PURCHASE FOR
SUPPLYWORKS INVOICE #414923235

This memo serves as an explanation of an unauthorized purchase by our Athletic Attendant, Jeff Chale for the invoice referenced above. The athletics department uses Supplyworks for our laundry detergent needs and our Athletic Attendant is responsible for keeping this item in stock. Jeff was initially told by the Supplyworks representative that he can/should just call in and order the items he needs directly as Supplyworks already has an account for our Custodial department. Jeff mistakenly followed that advice without notifying me he was doing this and without processing the appropriate paperwork.

Our athletic attendant has been counseled on the proper purchasing procedures for these items and understands what should be done for future purchases with this vendor.

Please feel free to contact me should you have any further questions or concerns.



Matt Wright
Dean, KHAN/Athletic Director
wrightm@flc.losrios.edu
916-608-6686

Supplyworks®

INVOICE
Page 1 of 1

PO BOX 2317
Jacksonville, FL 32203-2317

SHIPPED TO:
FOLSOM LAKE ATHLETICS
10 COLLEGE PKWY
ATTN: JEFF CHALE
FOLSOM CA 95630

INVOICE DATE	10/03/17
INVOICE NUMBER	414923235
ACCOUNT NUMBER	857495
ORDER NUMBER	9932055

SOLD TO:
LOS RIOS COMMU, COLLEGE DIST
1919 SPANOS CT
ATTN: ACCTS PAYABLE
SACRAMENTO CA 95825-3981

FOR INQUIRIES CALL:
(866) 412-6726 FAX: (877) 712-6726

www.supplyworks.com

ORDER DATE	ORDER NO.	CUSTOMER P.O.	SHIPPED VIA	TERMS	SALESPERSON					
10/02/17	9932055	JEFF CHALE	SJC26	NET 30 DAYS	GREGORY HANCO					
LN ITEM NO.	CAT	DESCRIPTION	ORDERED	SHIPPED	B/O	UOM	PRICE	EXT	AMT	T
1	PGC70672	8 TIDE PRO SC LAUND DETERG CLSD LOOP	2	2	0	PL	181.59	363.18	T	
THANK YOU FOR YOUR ORDER \$7.95 Handling Charge Delivery information for this invoice may be found at: http://www.supplyworks.com										

LRCCD
OCT 10 2017
ACCTG OPS

NET MERCHANDISE TOTAL	FREIGHT	HANDLING	TAX@7.750%	INVOICE TOTAL
363.18	0.00	7.95	28.76	399.89

RETAIN THIS PORTION OF THE INVOICE FOR YOUR RECORDS

Supplyworks®

RETURN THIS PORTION WITH YOUR REMITTANCE

ACCOUNT NUMBER	INVOICE DATE	INVOICE NUMBER	INVOICE AMOUNT DUE
857495	10/03/17	414923235	399.89

BILL TO:

LOS RIOS COMMU, COLLEGE DIST
1919 SPANOS CT
ATTN: ACCTS PAYABLE
SACRAMENTO CA 95825-3981

NET AMOUNT PAID	
-----------------	--

REMIT TO:

SupplyWorks
PO BOX 742440
LOS ANGELES CA 90074-2440

CURRENT TERMS AND CONDITIONS APPLY. CLAIMS FOR SHORTAGES OR DAMAGED GOODS MUST BE MADE IMMEDIATELY UPON RECEIPT OF SHIPMENT IN ACCORDANCE WITH CURRENT RETURN GOODS POLICY. NO RETURNS ACCEPTED WITHOUT PRIOR AUTHORIZATION.

PACKING SLIP

857495
 FOLSOM LAKE ATHLETICS
 10 COLLEGE PKWY
 ATTN: JEFF CHALE
 FOLSOM CA 95630
 916-495-0524

C/S REP: C927
 ACCT. CONTACT: JEFF CHALE
 PRINT DATE: 10-05-17
 SALES REP: GREGORY HANCOCK - SW0810
 TERMS: NET 30 DAYS
 CONTROL #:

EXT:
 TIME: 01:50PM
 WEIGHT: 93.660
 ACCEPTS B/O: Y

PAGE: 1

ORDER NUMBER	DATE ENTERED	DATE SHIPPED	SHIPPED VIA	CUSTOMER ORDER NUMBER	TOTAL CTNS	SHIPPING CHARGES
9932055	10/02/17	10/03/17	SJC26	JEFF CHALE	1	N/A

LN	ITEM NUMBER	DESCRIPTION	U/M	QUANTITY			DUE DATE
				ORDER	SHIP	B/O	
1	PGC70672	TIDE PRO SC LAUND DETERG CLSD LOOP	PL	2	2	0	
2		THANK YOU FOR YOUR ORDER					
3		\$7.95 Handling Charge					
4		Delivery information for this invoice may be					
5		found at: http://www.supplyworks.com					

Any shortages, damaged and defective items must be reported within (5) days from the DATE of Delivery.
 Items must be in original carton for inspection.
 Please count cartons.
 Safety Data Sheets may be found at www.supplyworks.com



9932055

Delivery Confirmation Report

October 3, 2017 Route - SJC26 Stop - 6 Location(SIT) - 857495-00000

FOLSOM LAKE ATHLETICS - Delivered

10 COLLEGE PKWY, FOLSOM, CA 95630
(916)495-0524

Stop Details

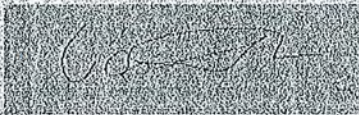
Arrival Time : 10:14 AM PDT (0:31 late) Departure Time : 10:22 AM PDT

Driver 1: Timothy, Jacobs

Driver 2: None

Wireless Id: 9162064708

Signature Capture



Consignee: Ithlesen

Image Captures

Stop Notes : None

Order Notes : None

Line Item Notes : None

Order 9932055

Line Item ID	Description	QTY	Weight	Cube	QTY Pickup	Weight Pickup	Cube Pickup	UDF 1	UDF 2	UDF 3
0208984488		1.0	94.0	2.0	0.0	0.0	0.0			