

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO 0001097417

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

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date 03/07/2018	Revision	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 1010903 KINGSLEYJ SHEWMAKERN		Location / Dept 01ADMN IR

Supplier: 0000024305
 US BANK
 CORPORATE PAYMENT SYSTEM
 PO BOX 790428
 ST LOUIS MO 63179-0428

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	RENEWAL OF SURVEY MONKEY ADVANTAGE ANNUAL PLAN (TEAM) FOR FLC OFFICE OF RESEARCH FROM: MARCH 13, 2018 - MARCH 12, 2019	1.00 EA	360.00	360.00	03/07/2018

CREDIT CARD PURCHASE

ORDER# 30860121

SURVEY MONKEY INVOICE # 30860121 DATED: 01/27/18 - DUE BY MARCH 13, 2018

Sub Total Amount	360.00
Sales Tax Amount	0.00
Total PO Amount	360.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5890	11	FL.CP.PRDO	60100	00000	041A	360.00	2018

0001010903KIRKLINK02-MAR-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

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: US BANK
 CORPORATE PAYMENT SYSTEM
 PO BOX 790428
 ST LOUIS MO 63179-0428
 United States

0000024305

Business Unit:		GENFD	OPEN
Req ID:	Date	Page	
0001010903	02/15/2018	1	
Requisition Name:			
US BANK for Survey Monkey			
Requester		Bldg#	
Julie Kingsley		IR	
Requester Signature			
Buyer: Nicholas Shewmaker			
Approved:			
Entered By: KINGSLEJ 15-FEB-2018			

email:

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

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	RENEWAL OF SURVEY MONKEY ADVANTAGE ANNUAL PLAN (TEAM) FOR FLC OFFICE OF RESEARCH FROM: MARCH 13, 2018 - MARCH 12, 2019	1	EA	360.00	360.00	03/06/2018

Total Requisition Amount: 360.00

For Online Renewal Access to OIR Account:

Go To: www.surveymonkey.com
 Login: flc_oir
 Password: OIR123#

REQUEST ONLINE RENEWAL WITH CREDIT CARD PRE-PAY

SURVEY MONKEY INVOICE # 30860121 DATED: 01/27/18 - DUE BY MARCH 13, 2018

<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	5890	11	FL.CP.PRDO	60100	00000	041A	360.00

Approval Signature	Approval Signature	Approval Signature
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Requisition

Supplier: SURVEYMONKEY INC 0000021213
 C/O BANK OF AMERICA LOCKBOX SERVICES
 32330 COLLECTIONS CENTER DR
 CHICAGO IL 60693-2330
 United States

email:

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

Business Unit: GENFD OPEN	
Req ID: 0001010903	Date: 02/15/2018
Page: 1	
Requisition Name: SURVEY MONKEY SUBSCRIPTION	
Requester: Julie Kingsley	Bldg#: IR
Requester Signature	
Buyer: Nicholas Shewmaker	
Approved:	
Entered By: KINGSLEJ 15-FEB-2018	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	ADVANTAGE ANNUAL PLAN (TEAM) SUBSCRIPTION RENEWAL CHARGE 3/13/18-3/12/19	1	EA	360.00	360.00	03/06/2018

Total Requisition Amount: 360.00

SURVEY MONKEY INVOICE # 30860121
 SUBSCRIPTION RENEWAL CHARGE 3/13/2018-3/12/19

<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	5300	11	FL.CP.PRDO	60100	00000	041A	360.00

2018 FEB 27 P 2:22
 PURCHASE ORDER SYSTEM

Approval Signature 	Approval Signature 	Approval Signature
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*Survey
Monkey*

Subscription

000 10 16903

Invoice #30860121

PAY NOW

Jan 27, 2018

Payment Due on March 13, 2018 (UTC)

Description	Billing Period	Price	Quantity	Amount
Advantage Annual Plan (Team)	Mar 13, 2018 - Mar 12, 2019	\$360	1	\$360
Advantage Annual Plan Additional Seat (Team)	Mar 13, 2018 - Mar 12, 2019	\$0	1	\$0

TOTAL: \$360

Billing Details

Los Rios Community College Dist Folsom Lake College
 10 College Parkway
 Folsom
 California
 95667
 United States
 916-608-6733
 Username: flc_oir
 Purchase Order Number: 0001075391

Notes

Subscription Renewal Charge

How To Make a Payment

Pay using a Credit or Debit Card **PAY NOW**

Pay with a check (5-10 business days from when you mail the check)

Send check to:
 SurveyMonkey Inc.
 c/o Bank of America Lockbox Services
 32330 Collections Center Drive
 Chicago, IL 60693-2330

NOTE: Please write the transaction number: # 30860121 on your check.

Pay by Direct Bank Deposit

Use the following information to make your deposit:

Account Name: SurveyMonkey Inc.
Bank Name: Bank of America, N.A.
Swift Code #: BOFAUS3N

For ACH: (3-10 business days from when you send the transfer)

Routing/ABA #: 323070380
Account #: 485005765897

For wire transfers: (3-5 business days from when you send the transfer)

Routing/ABA #: 026009593
Account #: 485005765897

NOTE: Please include the transaction number: # 30860121 in the comments of your deposit.

OIR Budget

From: [Haney, Brenda](#)
To: [Senecal, Molly](#); [Kingsley, Julie](#)
Subject: RE: OLR#_0001010903_Survey Monkey Renewal
Date: Friday, March 2, 2018 10:57:13 AM
Attachments: [OLR#_0001010903_US BANK for Survey Monkey.pdf](#)
Importance: High

Hi Molly / Julie –

Your OLR#_0001010903_Survey Monkey Renewal - will be processed by Purchasing as an Online Renewal with Credit Card pre-pay.

In order to complete the transaction on your OIR Survey Monkey Account we need the current Login Information for this subscription. Please email me the following:

- User ID
- Password

After online payment is complete – we'll notify your department and you can confirm account access and update or change your password if desired.

Thank you,
Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu