



LIMITED PURCHASE ORDER
(Not to Exceed \$200.00)

VENDOR NAME AND ADDRESS: <i>Seeta Corwell</i> <i>C/o FLC</i>	DELIVERY INSTRUCTIONS: <input checked="" type="checkbox"/> Deliver to Address Below (Check one) <input type="checkbox"/> Will Call <i>FLC</i> <i>10 College Parkway</i> <i>Folsom, CA 95630</i>
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ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	<i>Food for "Makermatic" Event</i>					<i>137.50</i>
2						
3	<i>- Roster attached</i>					
4	<i>- Agenda attached</i>					
5	<i>- Memo regarding need</i>					
6	<i>to use vendor other</i>					
7	<i>than Aramark.</i>					
8						
9						
10	<i>(Invoice attached)</i>					

Purchases Charged to Categorical Programs, Grants or Special Projects This purchased is in compliance with the requirements of: <i>Makerspace Grant</i> Program Name <i>442D</i> Project/Grant Number <i>Eligible Grant Purchase</i> Program Goal/Objective Number/Explanation	SUB-TOTAL <i>137.50</i> SALES TAX <i>10.65</i> TOTAL <i>148.15</i> (Not to Exceed \$200.00) <i>137.50</i>
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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: <i>Linda Santoro</i> TYPED/PRINT DATE: <i>5-9-19</i>	Received by: <i>[Signature]</i> Date: <i>4-16-19</i> Bus. Unit Account Fund Org <i>607d/5200 / 12 / FL.VI. MAKR</i>
REQUESTED BY: <i>[Signature]</i> SIGNATURE DATE: <i>8-May 19</i>	Program Sub-Class BY Proj/Grnt Amount <i>49000 / 00000 / 2019 / 442D \$ 148.15</i>
APPROVED: <i>[Signature]</i> DEAN OR OTHER AUTHORIZED SIGNATURE DATE: <i>5/10/19</i>	Bus. Unit Account Fund Org Program Sub-Class BY Proj/Grnt Amount <i>ENTERED</i> <i>ECbert eg.</i>

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mic
2 AOPS 5/14/19



FOR 4/16/19

Beach Hut Deli
3955 Park Dr. #2
El Dorado Hills, CA 95762
916-941-3905
www.beachhutdeli.com

To Go

Seeta 916 678 6411

Server: Cashier 1
Check #1

04/16/19 10:10 AM
Seeta 916 678 6411

- 5 X-Large 12" Turkey & Cheese Provolone DRY, NO Produce Regular 6" Ham & Cheese Cold \$78.75
- 3 X-Large 12" Roast Beef & Cheese Provolone DRY, NO Produce Cold \$50.25
- 5 X-Large 12" Turkey & Cheese Provolone DRY, NO Produce Regular 6" Ham & Cheese Cold \$8.50

Subtotal \$137.50
Total \$137.50

Credit Card Swiped
Visa xxxxxxxx2494
Time 04/29/19 3:23 PM

Transaction Type Sale
Authorization Approved
Approval Code 029805
Payment ID Km7znrHnhjFj
Card Reader MAGTEK_DYNAMAG

Amount \$137.50
+ Tip: \$0.00
= Total: \$137.50

To: Business Services, Folsom Lake College

From: Greg McCormac, Dean, Instruction

Re: Purchase of food for Makermatic internship event

May 2, 2019

Folsom Lake College Makerspace hosted an internship event, Makermatic, April 16-18, 2019. This event is supported by the CCC Maker grant. This event was focused exclusively on interns solving a specific business problem. As such, the Makerspace internship coordinator, Seeta Conwell, lead the efforts to plan and implement the event. As the point person for the event she was in charge of securing food. After being informed that Aramark could not supply food for the event, made arrangements to purchase from local partners. She will be submitting receipts for reimbursement.

Folsom Lake College Makermatic Internship

April 16-18, 2019

Tuesdays, April 16 Agenda

8am

- Breakfast
- Ball Toss Activity (A-Z animals + name introductions)

8:30am Introduce Makermatic & Coaches

8:45am Marshmallow Challenge

9:15am Introduce Business Leader & Challenge

- Introduce Business Leader "Gap Gary"
- Introduce Their Challenge

10:30am

- Post-It Note Challenge
 - Coaches Categorize Challenges as Interns Develop Them

12noon Lunch

12:30pm

- Select Top 5 Challenges
 - All Interns Receive 5 Dots & Select Their Favorite Challenges
- Skill Builder: Empathy

1:15pm

- TEAMS!
- Skill Builder: Teaming

2:00pm

- Exercise: recipe
- Exercise: Generate Great Ideas
- Start Ideation
 - Group Selects Challenge
 - Brainstorms List of Possible Solutions

4:15pm

- Introduce Journal

Korniychuk, Margarita

From: Korniychuk, Margarita
Sent: Tuesday, May 14, 2019 10:22 AM
To: Santoro, Linda; Machani, Rachana
Subject: RE: LPO S F3624,F3629,F3628,F3626,F3612,F2409,F3613,F3614,F3627, &F3625 (442D Project/Grant)
Attachments: DOC051419.pdf

Please notice that for the attached LPO F2409 you may not include Sales Tax for reimbursement because it is not on the receipt.

Thank you.

From: Korniychuk, Margarita
Sent: Tuesday, May 14, 2019 10:04 AM
To: Santoro, Linda <santorl@flc.losrios.edu>; Machani, Rachana <MachanR@flc.losrios.edu>
Subject: RE: LPO S F3624,F3629,F3628,F3626,F3612,F2409,F3613,F3614,F3627, &F3625 (442D Project/Grant)
Importance: High

Good morning Linda,

In addition to my last email please keep in mind that for LPO F3614 you may not add the Sales Tax because it is not on the Receipt. See attached for reference.

Thank you,

From: Korniychuk, Margarita
Sent: Tuesday, May 14, 2019 9:35 AM
To: Santoro, Linda <santorl@flc.losrios.edu>; Machani, Rachana <MachanR@flc.losrios.edu>
Cc: Conwell, Seeta <ConweIS@flc.losrios.edu>; Harman, Joany <harmanj@flc.losrios.edu>
Subject: RE: LPO S F3624,F3629,F3628,F3626,F3612,F2409,F3613,F3614,F3627, &F3625 (442D Project/Grant)
Importance: High

Please send me the agenda for LPO F3629 as soon as possible to we can voucher these before the next check run.

Thank you so much.

Margarita Korniychuk

Business Services – Purchasing
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
☎ 916.608.6635 | ✉ korniyM@flc.losrios.edu

From: Santoro, Linda <santorl@flc.losrios.edu>
Sent: Monday, May 13, 2019 9:29 AM
To: Machani, Rachana <MachanR@flc.losrios.edu>
Cc: Conwell, Seeta <ConweIS@flc.losrios.edu>; Korniychuk, Margarita <KorniyM@flc.losrios.edu>; Harman, Joany