



LOS RIOS COMMUNITY COLLEGE DISTRICT

1919 Spanos Court • Sacramento, CA 95825-3981

P.O. No. F 3494

Date 9-12-18

LIMITED PURCHASE ORDER

(Not to Exceed \$200.00)

VENDOR NAME AND ADDRESS: <b>FRAN KELLER</b> <b>9/0 FLC Business office</b>	DELIVERY INSTRUCTIONS: <input type="checkbox"/> Deliver to Address Below (Check one) <input checked="" type="checkbox"/> Will Call
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ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	PLTS	1	EA		3.49	3.49
2	COLOR FLAKE	1	EA		4.79	4.79
3	NEON TETRA	10	EA		2.69	26.90
4	CRUSTACEA	10	EA		0.39	3.90
5						
6	Employee Reimbursement					
7	for out-of-pocket expense					
8	Biology supplies					
9	Petsmart e-receipt					
10	attached					

<b>Purchases Charged to Categorical Programs, Grants or Special Projects</b> This purchased is in compliance with the requirements of: <u>LOTTERY</u> Program Name For grants/special projects <u>700P</u> Project/Grant Number <u>ELIGIBLE INSTRUCTION MATERIALS</u> Program Goal/Objective Number/Explanation	SUB-TOTAL	39.08
	SALES TAX	3.03
	<b>TOTAL</b> (Not to Exceed \$200.00)	42.11

**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 M. Keller 9-12-18  
Date

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: <u>FRAN KELLER</u>	TYPED/PRINT	DATE: <u>9/12/18</u>	Bus. Unit: <u>GENFD/ 4300/ 12/ FL.VI. BIOL</u>	Account: <u>04000 / 00000</u>	Fund: <u>2019/</u>	Org: <u>700P</u>	Amount: <u>\$ 42.11</u>
REQUESTED BY: <u>[Signature]</u>	SIGNATURE	DATE: <u>9-12-18</u>	Program: <u>/</u>	Sub-Class: <u>/</u>	BY: <u>/</u>	Proj/Grnt: <u>/</u>	Amount: <u>/</u>
APPROVED: <u>[Signature]</u>	DEAN OR OTHER AUTHORIZED SIGNATURE	DATE: <u>9-13-18</u>	Bus. Unit: <u>/</u>	Account: <u>/</u>	Fund: <u>/</u>	Org: <u>/</u>	Amount: <u>\$</u>
APPROVED: <u>[Signature]</u>	VICE PRESIDENT, ADMINISTRATION	DATE: <u>9-13-18</u>	Program: <u>/</u>	Sub-Class: <u>/</u>	BY: <u>/</u>	Proj/Grnt: <u>/</u>	Amount: <u>/</u>



## (PURCHASE ORDER TERMS AND CONDITIONS)

(revised 05/2010)

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. **SELLER'S INVOICES:** Invoices shall be prepared and submitted in duplicate unless otherwise specified. Invoices shall contain: Purchase order number and 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 vendor or person furnishing the supplies or services. Every invoice shall be properly itemized.
5. **CHANGES:** No change or modification in terms, quantities, or specifications may be made without express authorization in writing from the LRCCD Purchasing Office. If unit cost of any item exceeds the amount shown by 10% or \$250.00 whichever is less do not ship. Contact the LRCCD Purchasing agent at the phone number indicated on the front of this document.
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 "Send invoices in duplicate to" address: LRCCD Accounting Operations, 1919 Spanos Ct., Sacramento, CA 95825
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 the LRCCD unless expressly included and itemized in the order. Unless otherwise shown on this Purchase Order, on "FOB Shipping Point" transactions, vendor 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, vendor on request of LRCCD shall at vendor'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 vendor 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 vendor for, or pay directly, all California State and local sales and use taxes applicable to this purchase.
11. **LRCCD IS AN 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. **VENDORS NOTE:** All correspondence, invoices, bills of lading, shipping memos, packages, etc., must show purchase order number. If factory shipment, advise factory to comply.
14. **INDEMNIFICATION:** Contractor shall indemnify, defend and save harmless the DISTRICT, 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, violations of employee occupational health and safety laws, costs, expenses, attorneys' 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 DISTRICT.
15. LRCCD may terminate this agreement and be relieved of the payment of any consideration to Vendor should Vendor 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 Vendor under this agreement and the balance if any, shall be paid the Vendor upon demand.
16. Without the written consent of LRCCD, this agreement is not assignable by Vendor either in whole or in part.
17. No alteration or variation of the terms of this contract shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.
18. For Public Works Projects, Vendor must comply with Public Contract Code.
19. Pursuant to Section 1700, and following, of the California Labor Code, 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 Los Rios Community College District, 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.
20. **NOTICE TO CONTRACTORS/VENDORS:** 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 Purchasing Department at (916) 568-3071
21. **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. The District 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 the District will be given 30 days notice of any material change or cancellation in coverage.
22. **BILLING:** If the LRCCD has not received billing for product or services within a one year period the District will not be held responsible for satisfying the debt. Address for billing: LRCCD Accounting Operations, 1919 Spanos Ct., Sacramento, CA 95825
23. Contractor shall ensure that persons who perform services on District or College 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.
24. If the District determines that any person employed by contractor to work on District or College property is incompetent, unfaithful, intemperate, disorderly, abusive or is otherwise unsatisfactory, contractor shall cause that employee to be removed from working on District or College Property immediately, and that person shall not be employed again on District property.



Purchaser Obtained E-mail Receipt  
only. See attached email explanation

Santoro, Linda

**From:** Fran Keller <mfkeller@ucdavis.edu>  
**Sent:** Wednesday, September 12, 2018 3:44 PM  
**To:** Santoro, Linda  
**Subject:** Fwd: Here's your receipt.

*By Hand  
FLC, BSO*

Hi  
I need a petty cash form.  
Thanks  
Fran

*GENFD 4300 12 FL.VI.BIOL 04000*

Sent from my iPhone

*00000 2019 700P*

Begin forwarded message:

**From:** PetSmart <PetSmart@emails.petsmart.com>  
**Date:** September 12, 2018 at 3:22:36 PM PDT  
**To:** mfkeller@ucdavis.edu  
**Subject:** Here's your receipt.  
**Reply-To:** PetSmart <reply@emails.petsmart.com>



**treats**  
hi Robert | 0 pts.

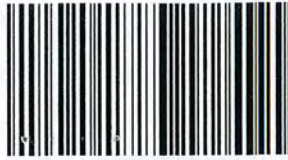
## your eReceipt

**Thanks for shopping at:**  
PetSmart #1812  
2375 Iron Point Road, Folsom, CA 95630  
916-986-9151

## sale details

SALE T-2647 C-101101 1812/101  
Community Cashier #638499  
09/12/2018 03:22 PM

Receipt Valid Through 11/11/2018



26471812101091220180

# item(s) purchased

**PLTS 1.5Z** \$3.49

**Item #0031716301841**

Reg Price \$ 3.49

Return Price \$3.49 each

**COLOR FLAKE 1.02** \$4.79

**Item #0001590506038**

Reg Price \$ 4.79

Return Price \$4.79 each

**NEON TETRA** \$26.90

**Item #0040040321954**

Reg Price (10 @ 2.69) \$ 26.90

Return Price \$2.69 each

**CRUSTACEA** \$3.90

**Item #0040040329643**

Reg Price (10 @ 0.39) \$ 3.90

Return Price \$0.39 each

# purchase summary

Subtotal \$39.08

Taxable Amount \$39.08

Non-Taxable Amount \$0.00

TAX 7.750%	\$ 3.03
<b>Total</b>	<b>\$42.11</b>
DEBIT (EMV) ending in - 4078	\$42.11
882892	
Verified By Pin	
Chip Read	
AID: a0000000980840	
Change Due	\$ 0.00
Total Item(s) Sold 22   Total Item(s) Returned 0	

## treats points activities

Base Points Earned:	312
Point Balance:	312

Please bring this receipt in store if you'd like to return or exchange any items.  
PetSmart Charities is a 501(C) (3) non-profit organization.  
If you donated today, please keep this receipt for your tax record.

Pet lovers wanted! Apply for a job at [petsmartjobs.com](https://petsmartjobs.com)

[privacy policy](#) | [contact us](#)

This message was sent by PetSmart, 19601 N 27th Ave, Phoenix, AZ 85027, 888-839-9638.

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\*Return Policy

We will gladly accept returns on merchandise within 60 days of the original purchase date. Items must be re-saleable and returned in original packaging with all parts included. Read full return policy .



## Haney, Brenda

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**From:** Haney, Brenda  
**Sent:** Monday, September 17, 2018 9:44 AM  
**To:** Keller, Mary Frances (Dr); Meroux, Linda  
**Cc:** Santoro, Linda  
**Subject:** RE: Please Advise\_ LPO F3494\_KELLER, FRAN / EMPL REIMB

**Importance:** High

Hi Fran - Thank you for confirming this was an In Store Purchase, we will submit the email receipt provided along with this explanation, in the future District Account prefers the

- o Note: FLC does not do petty cash purchases, and PetSmart does not accept our Revolving checks.

Hi Linda M. Thank you for your confirmations -

Please submit the original blue and goldenrod copies for this LPO today, reimbursement request cannot be submitted to District Accounting without them.

- o Note: for All LPOs - the Blue, Yellow, Goldenrod and Green pages must always be submitted to BSO. Only the 'pink' Dept./Requester page may be retain for your records (or make a photocopy if needed).

Please let me know if you have any further questions.

Thank you,

*Brenda Haney*

Business Services

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

☎ 916.608.6635 | ✉ [haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)

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**From:** Keller, Mary Frances (Dr)  
**Sent:** Friday, September 14, 2018 9:20 AM  
**To:** Keller, Mary Frances (Dr) <KellerM@flc.losrios.edu>  
**Cc:** Haney, Brenda <haneyb@flc.losrios.edu>; Santoro, Linda <santorl@flc.losrios.edu>  
**Subject:** Re: Please Advise\_ LPO F3494\_KELLER, FRAN / EMPL REIMB

Hi Brenda

My employee id # is 0000512.

I am Full time in Biology.

I was standing there when Linda Santoro was filling out the form in the MSE office that you had brought to her.

I purchased shrimp and fish for zoology.

We had wanted to use a petty cash form but no one knew where they were or if we used those any more.

I asked the receipt to be emailed when I purchased the items at Petsmart because it is a more permanent record that can be saved and forwarded and won't fade like small paper receipts.

If you need further info let me know.

Have a great day.

Fran Keller

Sent from my iPhone

On Sep 14, 2018, at 7:33 AM, Meroux, Linda <merouxl@flc.losrios.edu> wrote:

Hi Brenda –

1. Mary Frances Keller is a full-time professor in our Life Sciences Department

Date:

Time:

From:

To:

Subject:

RE: [Illegible]

Priority:

[Illegible]

Reference:

[Illegible]

Remarks:

[Illegible]

Signature:

[Illegible]

Initials:

[Illegible]

Stamp:

[Illegible]

Comments:

[Illegible]

Notes:

[Illegible]

Attachments:

[Illegible]

Other:

[Illegible]

Remarks:

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Other:

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Remarks:

[Illegible]

Comments:

[Illegible]



2. I have the blue and goldenrod as they say for vendor and receiver and are not needed as the purchase was already made – the vendor doesn't need the blue and we as the receivers have the goldenrod. I can give them to you if you really want them.
3. The receipt is valid – this is how receipts are done often now. It was probably routed to her e-mail instead of the traditional small paper type.

I get e-mailed receipts all the time now instead of the little ones from the register.

These items were received on the day she got this e-receipt from Petsmart.

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**From:** Haney, Brenda

**Sent:** Thursday, September 13, 2018 3:25 PM

**To:** Meroux, Linda <merouxl@flc.losrios.edu>

**Subject:** Please Advise\_ LPO F3494\_KELLER, FRAN / EMPL REIMB

**Importance:** High

Hi Linda –

Please advise re: LPO F3494\_KELLER, FRAN / EMPL REIMB

**The following items are required to process this request for reimbursement:**

- Is this Mary Frances Keller – Adj. Biology Professor? We need her EMPL ID#
- Where is this LPO Blue and Goldenrod copies – DO Accounting requires that we turn these original copies in with receipts?
- Delivery Status: Online Receipt submitted – does not provide any shipping address or detail or indicate if items were picked up in store.
- Reimburse cannot be processed until proof of delivery is provided (Packing List, Store Pickup Receipt, etc.); or a Memorandum from Area Dean certifying that all items ordered on this request have been received by FLC Biology Dept.

This request will remain on hold in BSO until items listed above are submitted.

Thank you,

*Brenda Haney*

Business Services

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

☎ 916.608.6635 | ✉ [haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)

