



**LIMITED PURCHASE ORDER**  
(Not to Exceed \$200.00)

<b>VENDOR NAME AND ADDRESS:</b> Sarah Kiesling Community College League of CA Attn. CCPR Awards 2017 O St. Sacramento, CA 95811	<b>DELIVERY INSTRUCTIONS:</b> <input checked="" type="checkbox"/> Deliver to Address Below (Check one) <input type="checkbox"/> Will Call  see Vendor
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ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	F&C entry fees for 2019					
2	CCPRO Awards:					
3	1) Magazine	1			40.00	40.00
4	2) Catalog - Division A	1			40.00	40.00
5	3) Online newsletter	1			40.00	40.00
6						
7	* Prepayment required -					
8	see Invoice # 140-2019-01-28					
9	(CCK #1939 given to vendor)					
10						

<b>Purchases Charged to Categorical Programs, Grants or Special Projects</b> This purchased is in compliance with the requirements of:  Program Name _____ For grants/special projects _____ Program Director/Coord. Signature _____ Project/Grant Number _____  Program Goal/Objective Number/Explanation _____	SUB-TOTAL <b>120.00</b>  SALES TAX <b>0</b>  <b>TOTAL</b> (Not to Exceed \$200.00) <b>120.00</b>
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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: Kristy Hart TYPED/PRINT DATE 1/28/19

Requested by: Kristy Hart SIGNATURE DATE 1/28/19

Approved: [Signature] DEAN OR OTHER AUTHORIZED SIGNATURE DATE 1/30/19

Approved: [Signature] VICE PRESIDENT, ADMINISTRATION DATE 01/30/19

Received by \_\_\_\_\_ Date \_\_\_\_\_

GEN FD 5890 / 11 / FL CP PISO

Bus. Unit Account Fund Org

67100 / 00000 / 2019 / 041A \$ 120.00

Program Sub-Class BY Proj/Grnt Amount

Bus. Unit Account Fund Org

Program Sub-Class BY Proj/Grnt Amount

mailed ck 1-31-19  
REVL CK# F 01939

## 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.

**FOLSOM LAKE COLLEGE  
REVOLVING FUND ACCOUNT**

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

CHECK NO. **F- 01939**

DATE **1/30/2019**

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

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

TO COMMUNITY COLLEGE LEAGUE OF CALIFORNIA  
ATTN: CCPRO AWARDS  
2017 O STREET  
SACRAMENTO, CA 95811

REQUISITIONED BY  
**HART/YAMAMURA**

GENFD	5890	11	FL.CP.PISO	67100	00000	2019	041A	\$120.00
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
		FOLSOM LAKE COLLEGE ENTRY FEES FOR 2019 CCPRO AWARDS INVOICE #140-2019-01-28		
		MAGAZINE		40.00
		CATALOG - DIV A		40.00
		ONLINE NEWSLETTER		40.00
		TOTAL		120.00
		RECEIVED BY: _____		
		DATE: _____		

<p><b>FOLSOM LAKE COLLEGE</b> 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. <b>F- 01939</b></p>
<p>PAY TO THE ORDER OF *****CCLC*****</p>		<p>DATE: <u>January 30, 2019</u> <span style="float: right;">90-7162 3222</span></p>
<p>*****ONE HUNDRED TWENTY AND NO/100*****</p>		<p>\$ <u>120.00</u></p>
<p>DOLLARS</p>		<p>*VOID 6 MONTHS FROM DATE DRAWN</p>
<p><b>NON-NEGOTIABLE</b></p>		
<p>ADMINISTRATIVE SERVICES</p>		

# Invoice

Sarah Kiesling Community College League of California ATTN: CCPRO  
Awards/Conference 2017 O St. Sacramento, CA 95811

**Sold To**

Folsom Lake College

Invoice Number : 140-2019-01-28

Date : 01/28/2019

Terms: Payable Upon Receipt

For entries made in 2019 CCPRO Awards  
On behalf of Contestant Folsom Lake College  
Paid by mailed-in check.  
Transaction# Check 1939/2019-01-28

 Print

Division	Category	Title	Entry Fee	Payment Status	Payment Date	
Print Publications	Magazine	Los Rios Magazine - Fall 2018	\$40.00	Pending	2019-01-28	Not Paid
Electronic Media	Online newsletter	Falcon Fly-By	\$40.00	Pending	2019-01-28	Not Paid
Print Publications	Catalog - Division A	2018-2019 Catalog	\$40.00	Pending	2019-01-28	Not Paid
			\$120.00			

Make check payable to

Balance Due \$120.00



Home (<http://ccprocalifornia.org/>) » 2019 CCPRO Awards Info

# 2019 CCPRO AWARDS INFO

## Welcome to the 2019 CCPRO Awards Competition!

This is a great opportunity to be honored by your peers for your incredible efforts in supporting your college throughout 2018.

The 2019 CCPRO Awards competition will be online, and CCPRO will once again use Better Newspaper Contests as our awards site host. Entering will be earlier than ever, once you establish a contestant file on the BNC site.

Entry fees are per entry. You may pay online or an invoice can be sent.

\$30 for EARLY BIRD entries, \$60 for non-members.

\$40 for REGULAR entries, \$70 for non-members

Now is the time to gather your entries so you can be ready to enter the competition. There are 48 categories this year, so the opportunity of being honored for your work has been increased. Entries must be for work first used in 2018. The judges reserve the right to place entries in appropriate categories once submitted. Please read the awards descriptions to insure that your entry is submitted in the proper category.

You MUST visit [BetterNewspaperContest.com/ccpro2019](http://BetterNewspaperContest.com/ccpro2019) in order to set up a contestant account and submit entries. The portal is now open and accepting awards entries. We moved back the entry deadline dates because the awards portal has not included information nor the categories.

Here are two deadlines for the CCPRO Awards contest:

EARLY BIRD DEADLINE Monday January 21st, 2019

REGULAR DEADLINE Monday February 4<sup>th</sup>, 2019

The award winners will be announced at CCPRO's annual conference at the Bahia Resort in San Diego from Wednesday April 10<sup>th</sup> through Friday April 12<sup>th</sup>, 2019.

If you any questions about the awards, entering the contest, category explanations or the winner selection process, please contact:

David Ysais, Manager of Communications and Public Relations, Los Angeles Trade-Technical College, 400 W. Washington Blvd. Los Angeles, CA 90015.

213 763-7063 or 213 792-0280

[ysaisdp@lattc.edu](mailto:ysaisdp@lattc.edu)

## Recent Posts

Welcome to the CCPro Blog (<http://ccprocalifornia.org/welcome-ccpro-blog/>)

About CCPro (<http://ccprocalifornia.org/about-ccpro/>)

## You are managing content for 2019 CCPRO Awards

### Folsom Lake College Circulation Group General.

As of 01/28/2019 7:17 pm

Disabled entries are not in fee calculation.

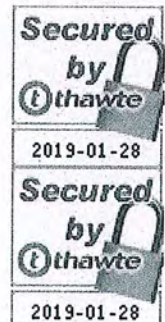
**How to pay:**

- \* Use the check boxes to select the entries you want to pay
- \* Click the "Pay By Card" button to pay using a credit card, debit card or via PayPal.
- \* Click the "Pay by Check" button if sending payment by mail.
- \* When done, print a copy for your records. After the entry deadline, you will not be able to access this page.

Carefully follow the on screen instructions to ensure proper handling of your entry fees. All financial transactions are directly with the sanctioning organization, not BetterBNC. For help with PayPal transactions, contact your contest administrator.

 Print

Entrant	Division	Category	Title	Entry Fee	Select Entries to Pay Select All <input type="checkbox"/>	Payment Status
Contestant Manager	Print Publications	A9 Magazine	Los Rios Magazine - Fall 2018	\$40.00 PAID CH	<input type="checkbox"/>	Not Confirmed
Contestant Manager	Print Publications	A4a Catalog - Division A	2018-2019 Catalog	\$40.00 PAID CH	<input type="checkbox"/>	Not Confirmed
Print Publications subtotal				\$80.00		
Contestant Manager	Electronic Media	C4 Online newsletter	Falcon Fly-By	\$40.00 PAID CH	<input type="checkbox"/>	Not Confirmed
Electronic Media subtotal				\$40.00		



ABOUT SSL CERTIFICATES

Total Entry Fee Due	\$120.00
Base Contest Fee	\$0.00
Total Entry Fee Paid	\$120.00
Total Outstanding Entry Fee	\$0.00

### Transactions/Receipts History

Transactions ID	Status	Amount	Action
Transaction# (Credit/Debit)2019-01-28	Pending	\$120.00	<a href="#">View/Print</a>

Transaction# Check 1939/2019-01-28

Pending \$120.00

[View/Print](#)

[Create Invoice](#)