

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO 0001104205

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.

**Supplier:** 0000004868  
SAN MATEO COMMUNITY COLLEGE DISTRICT  
3401 CSM DRIVE  
SAN MATEO CA 94402

**Phone:** (650) 358-6728  
**Fax:** (650) 574-6574

**email:** domenicib@smccd.edu

<b>Date</b>	<b>Revision</b>	<b>Page</b>
03/11/2019		1
<b>Payment Terms</b>	<b>Freight Terms</b>	<b>Ship Via</b>
NET 30	Shipping Point	Best Metho
<b>Reference:</b>	<b>Location / Dept</b>	
1017404 KRAVCHUKA HANEYB	04ASPH43 STUSVC	

**Ship To:** FOLSOM LAKE COLLEGE  
RECEIVING  
10 COLLEGE PARKWAY  
FOLSOM CA 95630  
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	EQUITY ACADEMY 2019 REGISTRATION FOR FOLSOM LAKE COLLEGE FROM APRIL 17-19 2019 AT SKYLINE COLLEGE SAN MATEO CA	1.00EA	10,000.00	10,000.00	03/04/2019

ATTENDEES: LISA DANNER, VALERIE CHUEH, DAVID LACY, NICOLE GRIFFIN, CINDY STANPHILL, KOU YANG,  
EMELIA MICHELS-RATLIF

PRE PAYMENT INVOICE# 203328 02/20/19

<b>Sub Total Amount</b>	10,000.00
<b>Sales Tax Amount</b>	0.00
<b>Total PO Amount</b>	10,000.00

BU	Acct	Fd	Org	Prog	Sub	Proi	Amount	BYear
GENFD	5200	12	FL.VS.EQTY	63000	00000	598R	8,958.00	2019
GENFD	5200	12	FL.VS.SSSP	63000	00000	597P	1,042.00	2019

0001017404CHAVEZA04-MAR-2019

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:** SAN MATEO COMMUNITY COLLEGE DISTRICT 000004868  
3401 CSM DRIVE  
SAN MATEO CA 94402  
United States

**Phone:** (650) 358-6728 **Fax:** (650) 574-6574  
**email:** domenicib@smccd.edu

**Ship To:** RECEIVING  
10 COLLEGE PARKWAY  
FOLSOM CA 95630

<b>Business Unit:</b> GENFD OPEN	
Req ID: 0001017404	Date: 02/20/2019
Page 1	
Requisition Name: SAN MATEO CNTY COMM COLL DIST	
Requester: Alina Kravchuk	Bldg#: STUSVC
Requester Signature	
Buyer: Brenda Haney	
Approved:	
Entered By: KRAVCHUA 20-FEB-2019	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	EQUITY ACADEMY 2019 REGISTRATION FOR FOLSOM LAKE COLLEGE ATTENDEES APRIL 17-19 2019 SKYLINE COLLEGE SAN MATEO CA  ATTENDEES: LISA DANNER VALERIE CHUEH DAVID LACY NICOLE GRIFFIN CINDY STANPHILL KOU YANG EMELIA MICHELS-RATLIF	1	EA	10,000.00	10,000.00	

10,000.00 Sub-total  
0.00 Est. tax

Total Requisition Amount: 10,000.00

PER AOPS, REGISTRATION TO BE PAID FROM PO INSTEAD ON ONE INDIVIDUAL TRAVEL AUTH.  
PLEASE SET UP AS TWO WAY MATCH AND FORWARD TO AOPS FOR PAYMENT OF INVOICE.

INVOICE

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	5200	12	FL.VS.EQTY	63000	00000	598R	8,958.00
GENFD	5200	12	FL.VS.SSSP	63000	00000	597P	1,042.00

## Purchases Charged to Catagorical Programs, Grants or Special Project.

This purchase is in compliance with the requirement of \_\_\_\_\_

For grants/special projects \_\_\_\_\_

Name: \_\_\_\_\_

Approval Signature

Approval Signature

Approval Signature



**Invoice Number:** 203328

**Invoice Date:** 2/20/2019

**Payment Due Date: 3/20/2019****BILL TO:**

**Los Rios Community College District**

## 1919 Spanos Court

Sacramento, CA 95825

**Remittance Address:**

**SMCCCD/Skyline College**

**Attn: Rebecca Chan**

**3401 CSM Drive**

**San Mateo, CA 94402**

Please make checks payable to:

## San Mateo County Community College District

Federal I.D. # 94-3084147

**PLEASE REFERENCE THE INVOICE NUMBER ABOVE ON YOUR PAYMENT**

For questions, please contact: Katrina Pantig

Phone Number: (650) 738-7101 Email: [pantigk@smccd.edu](mailto:pantigk@smccd.edu)

For SMCCCD Use Only:

## FOAP:

Session #:

Session Date:

Check #:

Check Date:

Check Amount:

☐ Third Party Billing

**THANK YOU FOR YOUR BUSINESS!**

Registration  
CONFIRMATION

**Kravchuk, Alina**

**From:** Brown, Davin  
**Sent:** Thursday, February 14, 2019 1:30 PM  
**To:** Kravchuk, Alina  
**Subject:** Fwd: Equity Academy Payment- Folsom Lake College  
**Attachments:** The Anatomy of a Transformative Course Program-At-A-Glance.pdf; ATT00001.htm

**Davin E. Brown, Ed.D. | Dean of Student Success**  
**Folsom Lake College | 10 College Parkway | Folsom, CA 95630**  
**p. 916.608.6768 | [brownd@flc.losrios.edu](mailto:brownd@flc.losrios.edu) | <http://flc.losrios.edu>**

Begin forwarded message:

**From:** "Pantig, Katrina" <[pantigk@smccd.edu](mailto:pantigk@smccd.edu)>  
**Date:** February 14, 2019 at 1:22:43 PM PST  
**To:** "[brownd@flc.losrios.edu](mailto:brownd@flc.losrios.edu)" <[brownd@flc.losrios.edu](mailto:brownd@flc.losrios.edu)>  
**Cc:** "Hernandez, Monique" <[hernandezmonique@smccd.edu](mailto:hernandezmonique@smccd.edu)>, "Mansfield, Scott" <[mansfields@smccd.edu](mailto:mansfields@smccd.edu)>  
**Subject:** Equity Academy Payment- Folsom Lake College

Dear Dr. Brown,

I'm writing because Valerie Chueh registered Folsom Lake College for the Equity Institute's inaugural academy, "The Anatomy of a Transformative Course: Critical Competencies for Student Success." To this email, I've attached the program-at-a-glance.

Please provide the following information so our Business office can create an invoice that will be sent to your college:

**BILL TO:**  
Organization Name  
Address

Once the purchase order has been generated, it should be mailed to our District Office:

San Mateo County Community College District  
3401 CSM Drive  
San Mateo, CA 94402

In your purchase order, please make sure to note "Equity Academy 2019 Registration/ Folsom Lake College."

If you have any questions, feel free to contact myself or any of my colleagues, Scott and Monique, who are cc'd on this email.

Best,

Katrina Pantig

Program Services Coordinator

Division of Student Equity and Support Programs

Skyline College

3300 College Drive

San Bruno, CA

Office: 650-738-7101

Email: [pantigk@smccd.edu](mailto:pantigk@smccd.edu)

# April 17-19, 2019- The Anatomy of a Transformative Course: Critical Competencies for Student Success Team Registration

## ABOUT:

The Equity Institute at Skyline College is hosting its inaugural Academy, "The Anatomy of a Transformative Course: Critical Competencies for Student Success" on April 17-April 19, 2019. This experience will provide participants with resources, strategies and tools on how to develop an Equitable Course from designing a syllabus to assessment and grading. Participants will leave the experience with a plan to implement new strategies, tools, and new vocabulary and information about transformative teaching practices for student success.

## RECOMMENDED AUDIENCE:

This academy is open to all colleges, but for this academy, the recommended audience is Faculty members, Vice Presidents of Instruction, Academic Deans, Academic Senate Leadership, Professional Development Coordinators, and Support Staff for Instruction. All institutions will register as "teams" and work collaboratively throughout the academy to develop the best solution for their institution. Teams will consist of up to 10 participants from your campus.

## REGISTRATION PROCESS:

1. Complete Team Registration to secure your seats for the Academy
2. Submit Payment via Credit Card or Invoice
3. You will receive a follow up message from Katrina Pantig regarding information about your team. If you have any questions, contact Katrina Pantig at [pantigk@smccd.edu](mailto:pantigk@smccd.edu)

## COST:

\$10,000 for a group of up to 10 people per team

## CANCELLATION and REFUND POLICY:

To cancel your registration and receive a full refund, email Katrina Pantig at [pantigk@smccd.edu](mailto:pantigk@smccd.edu) and enter "2019 Equity Academy" in the subject line within 10 days of your registration. All cancellation/refund requests made after the 10 day period will receive a refund of the amount paid minus a \$3,000.00 service and processing fee. After March 1, 2019 there will be no refunds for a cancellation.

- No refund amount will be granted for no-shows.
- Registration may not be transferred to a future Academy.
- In the unlikely event the conference is cancelled, the Equity Institute will refund 100% of the registration fees paid.

\* Required

Registration  
COOT  
For ALL TEN  
Attendees

**School or Team Name \***

our answer

**Team Leader Name \***

our answer

**Team Leader Title/Position \***

our answer

**Email Address \***

our answer

**Phone Number \***

our answer

**Will your team need hotel accommodations for the academy? \***

☐ Yes

☐ No

**Contact Name for Payment (Please provide the full name, email address, and phone number of the individual in charge of payment) \***

our answer





## Payment Methods \*

- ☐ Purchase Order (Once your registration is complete, the Contact Person for payment will receive an invoice from the San Mateo County Community College District that will need to be paid within 10 business days from the registration date).
- ☐ Paypal (If you choose this method of payment, there is a 2.9% Paypal fee plus a 30 cent transaction fee). Visit [goo.gl/vwzQM5](https://goo.gl/vwzQM5) to make a payment via PayPal.

If you can have questions about the registration form, please contact Katrina Pantig at [pantigk@smccd.edu](mailto:pantigk@smccd.edu) or 510-701-7656

Sponsored By:



SUBMIT

Never submit passwords through Google Forms.