

# LOS RIOS COMMUNITY COLLEGE DISTRICT PURCHASE ORDER NO 0001109729

COMPL

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: 0000006424  
AMAZON.COM  
BILLING DEPARTMENT  
P O BOX 80463  
SEATTLE WA 98108

email:

Date	Revision	Page
12/04/2019		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1023745 MITCHINERB HANEYB	04CYPH144 CTE	

Ship To: FOLSOM LAKE COLLEGE  
RECEIVING  
10 COLLEGE PARKWAY  
FOLSOM CA 95630-6798  
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	BUSINESS SOURCE 25" X 30" SELF-STICK EASEL PADS, 4 PACK	1.00 EA	52.56	52.56	12/09/2019
2- 1	BBC2546862 MICRO:BIT GO	25.00 EA	19.11	477.75	12/09/2019
3- 1	CHEFMAN 21" X 16" ELECTRIC WARMING TRAY WITH ADJUSTABLE TEMPERATURE CONTROL	2.00 EA	67.99	135.98	12/09/2019
4- 1	NEENAH EXACT INDEX CARD STOCK, 90#, WHITE 8.5" X 11", 250 SHEETS	1.00 EA	9.48	9.48	12/09/2019
5- 1	HOT MELT MINI GLUE GUN, 6 PACK	2.00 EA	23.00	46.00	12/09/2019
6- 1	MINI HOT GLUE GUN STICKS, 4" X .027", 80 PACK	1.00 EA	5.95	5.95	12/09/2019

PO# 0001109729

Order Number: 113-4671878-7885043 Estimated delivery: Dec. 24, 2019 - Dec. 30, 2019

Paid Ch# 94-789915  
01/15/20 AMT \$727.45

Sub Total Amount	727.72
Sales Tax Amount	56.40
Total PO Amount	784.12

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4300	12	FL.VI.VTEA	13050	00000	314A	784.12	2020

0001023745CHAVEZA03-DEC-2019

DO NOT SEND TO VENDOR

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.

# Requisition

**Supplier:** AMAZON.COM  
BILLING DEPARTMENT  
P O BOX 80463  
SEATTLE WA 98108  
United States

0000006424

**email:**

**Ship To:** See detail below

Business Unit:		GENFD	OPEN
Req ID:	Date	Page	
0001023745	11/26/2019	1	
Requisition Name:			
AMAZON - ECE PROGRAM			
Requester		Bldg#	
Brandi Mitchiner		CTE	
Requester Signature			
Buyer: Brenda Haney			
Approved:			
Entered By: MITCHINB 26-NOV-2019			

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	BUSINESS SOURCE 25" X 30" SELF-STICK EASEL PADS, 4 PACK	1	EA	52.56	52.56	12/09/2019
	Ship To: RECEIVING 10 COLLEGE PARKWAY FOLSOM CA 95630-6798 USA					
2-1	501A BLACK TONER CARTRIDGE REPLACEMENT FOR HP LASERJET PRINTER	1	EA	42.21	0.00	<b>CANCELED</b>
	Ship To: RECEIVING 10 COLLEGE PARKWAY FOLSOM CA 95630 USA					
3-1	BBC2546862 MICRO:BIT GO	25	EA	19.96	499.00	12/09/2019
	Ship To: RECEIVING 10 COLLEGE PARKWAY FOLSOM CA 95630-6798 USA					
4-1	CHEFMAN 21" X 16" ELECTRIC WARMING TRAY WITH ADJUSTABLE TEMPERATURE CONTROL	2	EA	67.99	135.98	12/09/2019
	Ship To: RECEIVING 10 COLLEGE PARKWAY FOLSOM CA 95630-6798 USA					
5-1	NEENAH EXACT INDEX CARD STOCK, 90#, WHITE 8.5" X 11", 250 SHEETS	1	EA	9.48	9.48	12/09/2019
	Ship To: RECEIVING 10 COLLEGE PARKWAY FOLSOM CA 95630-6798 USA					
6-1	HOT MELT MINI GLUE GUN, 6 PACK	2	EA	19.99	39.98	12/09/2019
	Ship To: RECEIVING 10 COLLEGE PARKWAY FOLSOM CA 95630-6798 USA					
7-1	MINI HOT GLUE GUN STICKS, 4" X .027", 80 PACK	1	EA	5.95	5.95	12/09/2019
	Ship To: RECEIVING 10 COLLEGE PARKWAY FOLSOM CA 95630-6798 USA					

742.95 Sub-total  
60.84 Est. tax

Total Requisition Amount: 803.79

Approval Signature	Approval Signature	Approval Signature
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# Requisition

**Supplier:** AMAZON.COM  
BILLING DEPARTMENT  
P O BOX 80463  
SEATTLE WA 98108  
United States

0000006424

**email:**

**Ship To:** See detail below

<b>Business Unit:</b>		<b>GENFD</b>	<b>OPEN</b>
Req ID:	Date	Page	
0001023745	11/26/2019	2	
Requisition Name:			
AMAZON - ECE PROGRAM			
Requester		Bldg#	
Brandi Mitchiner		CTE	
Requester Signature			
Buyer: Brenda Haney			
Approved:			
Entered By: MITCHINB 26-NOV-2019			

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
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INSTRUCTIONAL SUPPLIES AND MATERIALS FOR THE EARLY CHILDHOOD EDUCATION PROGRAM.

FYI- Tax amount Should be \$57.58

Total amount including tax should be \$800.53

<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	4300	12	FL.VI.VTEA	13050	00000	314A	742.95

**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**

# Shopping Cart

			Price	
	<b>Business Source 25"x30" Self-Stick Easel Pads, 4/Pack (38592)</b>		<b>\$52.56</b>	
	In Stock			
	<input type="checkbox"/> This is a gift <a href="#">Learn more</a>			
Qty: 1			<a href="#">Delete</a> <a href="#">Save for later</a>	
				
	<b>BBC2546862 Micro:bit go</b>		<b>\$19.96</b>	
	In Stock			
	<input type="checkbox"/> This is a gift <a href="#">Learn more</a>			
25			<a href="#">Delete</a> <a href="#">Save for later</a>	
				
	<b>Chefman Electric Warming Tray with Adjustable Temperature Control, Perfect For Buffets, Restaurants, Parties, Events, Home Dinners, Glass Top Large 21" x 16" Surface Keeps Food Hot - Black</b>		<b>\$67.99</b>	
	In Stock			
	<input type="checkbox"/> This is a gift <a href="#">Learn more</a>			
Qty: 2			<a href="#">Delete</a> <a href="#">Save for later</a>	
<a href="#">Compare with similar items</a>				
			<b>\$9.48</b>	



## Neenah Exact Index Card Stock, 8.5 x 11 Inch, 90 lb, White, 250 Sheets (40311)

In Stock

☐ This is a gift [Learn more](#)

Qty: 1

[Delete](#)

[Save for later](#)



## Hot Melt Mini Glue Gun (6 pack) for Arts & Crafts, Schools & Repairs

**\$19.99**

In stock on November 30, 2019

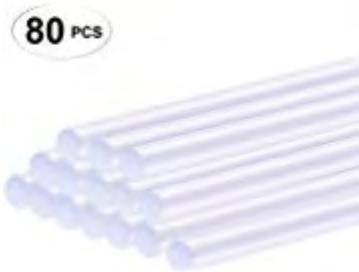
☐ This is a gift [Learn more](#)

Qty: 2

[Delete](#)

[Save for later](#)

[Compare with similar items](#)



## Mini Hot Glue Gun Sticks (Huge Bulk Pack of 80) 4" and 0.27 Diameter - Compatible with Most Glue Guns (80 PCS) (Pack of 80 PCS)

**\$5.95**

In Stock

☐ This is a gift [Learn more](#)

Qty: 1

[Delete](#)

[Save for later](#)

[Compare with similar items](#)

# Perkins Expenditure Checklist

Requisition/PO/CBR/BPO/Travel Authorization Number: \_\_\_\_\_

Date: \_\_\_\_\_

## 9 REQUIRED USES OF PERKINS FUNDS

Please indicate which of the requirements below are met by this expenditure (check all that apply).

- ☐ 1. Strengthen academic and career technical skills of students through integration of academics with CTE programs
- ☐ 2. Link CTE Secondary and postsecondary programs with elements of at least one program of study.
- ☐ 3. Provide students with strong experience and understanding in all aspects of an industry which may include work-based learning (WBL) experiences.
- ☐ 4. Develop, improve, or expand use of technology.
- ☐ 5. Professional development
- ☐ 6. Develop and implement evaluations of programs with emphasis on special populations.
- ☐ 7. Initiate, improve, expand, and modernize quality programs, including relevant technology.
- ☐ 8. Provide services and activities of sufficient size, scope, and quality to be effective.
- ☐ 9. Provide activities to prepare special populations for high skill, high wage, or high demand occupations.

## PERMISSIBLE USE OF PERKINS FUNDS

Please indicate which of the permissive uses of Perkins funding are met by this expenditure (check all that apply).

- ☐ Involve parents, businesses, and labor organizations in the design, implementation, and evaluation of programs.
- ☐ Provide career guidance & academic counseling that improves graduation rates and information about career options.
- ☐ Local education and business partnerships including work-related experiences for students or faculty.
- ☐ Provide programs for special populations.
- ☐ Assisting CTE student organizations.
- ☐ Mentoring and support services.
- ☐ Leasing, purchasing, upgrading, or adapting equipment including instructional aides and publications.
- ☐ Teacher preparation programs that address the integration of academic and CTE programs.
- ☐ Developing and expanding program offerings in formats accessible for all students, including distance education.
- ☐ Facilitate transitions to BA degree programs including articulations agreements, dual enrollment, and counseling.
- ☐ Provide activities to support entrepreneurship education and training.
- ☐ Prepare individuals academically and technically for high-skill, high-wage, and high-demand occupations.
- ☐ Develop and support small, personalized CTE learning communities.
- ☐ Provide support for family and consumer sciences programs.
- ☐ Provide programs for nontraditional students to complete secondary education or upgrade technical skills.
- ☐ Assist individuals in continuing their education or training, or finding an appropriate job.
- ☐ Support training and activities, such as mentoring and outreach, in nontraditional fields.
- ☐ Provide support for training programs in automotive technologies.
- ☐ Leverage funding from other available sources for innovative initiatives.
- ☐ Support other CTE activities consistent with the purposes of Perkins.

**Budget String:** GENFD/\_\_\_\_\_/12/FL.VI.VTEA/\_\_\_\_\_/00000/2020/\_\_\_\_\_ \$\_\_\_\_\_

**Current balance in above budget string:** \$ \_\_\_\_\_

Is this a permissible expenditure (see other side of this form for a list of impermissible uses)? ☐ Yes ☐ No

# **Perkins Expenditure Checklist**

## **IMPERMISSIBLE USE OF PERKINS FUNDS**

- Student expenses or direct assistance to students
- Entertainment
- Awards and memorabilia
- Individual Memberships
- Membership with organizations that lobby
- College tuition, fees, and books
- Fines and penalties
- Insurance including self-insurance
- Expenses that supplant
- Audits, except Single Audit
- Contributions and donations
- Facilities and furniture
- General advertising
- Alcohol
- Food or beverages
- Fundraising
- General administration

## Machani, Rachana

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**From:** Machani, Rachana  
**Sent:** Monday, December 2, 2019 3:38 PM  
**To:** Mitchiner, Brandi  
**Cc:** Harman, Joany  
**Subject:** RE: 0001023745 AMAZON.COM

Hi Brandi,  
You are welcome:).I am unable to change the tax from my end too. I will keep you updated.

Best regards,  
Rachana.

-----Original Message-----

From: Mitchiner, Brandi <MitchiB@flc.losrios.edu>  
Sent: Monday, December 2, 2019 3:35 PM  
To: Machani, Rachana <MachanR@flc.losrios.edu>  
Subject: RE: 0001023745 AMAZON.COM

You are correct. I just noticed the dollar amount I had says \$803.53. I was able to re-upload the attachments so that the Perkin's checklist reflects the correct total. I am not able to change the tax on my end.

Thank you for helping me to trouble shoot this OLR.

Brandi Mitchiner  
Grant Coordination Clerk  
Career Education | Folsom Lake College  
(916) 608-6924 | MitchiB@flc.losrios.edu

-----Original Message-----

From: Machani, Rachana <MachanR@flc.losrios.edu>  
Sent: Monday, December 2, 2019 3:23 PM  
To: Mitchiner, Brandi <MitchiB@flc.losrios.edu>  
Subject: RE: 0001023745 AMAZON.COM

Hi Brandi,  
The OLR is calculating tax for the cancelled item as well. The tax amount in the OLR shows as \$60.85 ,while the tax amount should be \$57.58( \$742.95x7.75%). The total amount should be 800.53.The Perkin checklist amount should be \$800.53.Please correct me if I am wrong:) I am trying to figure out how to fix the tax in OLR . Please let me know if you will be able to fix the tax at your end also let me know if you have any further questions.

Thank you,  
Rachana Machani  
Business Services  
Folsom Lake College | 10 College Parkway | Folsom, CA 95630 ☎ 916.608.1524 | ✉machanr@flc.losrios.edu

-----Original Message-----

From: Mitchiner, Brandi <MitchiB@flc.losrios.edu>



Sent: Monday, December 2, 2019 2:48 PM  
To: Machani, Rachana <MachanR@flc.losrios.edu>  
Subject: RE: 0001023745 AMAZON.COM

Hi Rachana,

Attached is a revised Perkins Checklist. Am I able to go in add this revised form myself? Also, the issue with the price discrepancy and quote are due to a typo when I was completing the OLR. Line item number 6 should be \$19.99, not \$19.98. The estimated tax was automatically calculated by the OLR system. How do I fix it?

Kindly,

Brandi Mitchiner  
Grant Coordination Clerk  
Career Education | Folsom Lake College  
(916) 608-6924 | MitchiB@flc.losrios.edu

-----Original Message-----

From: FLC-Requisitions <FLCRequisitions@losrios.edu>  
Sent: Monday, December 2, 2019 1:46 PM  
To: Mitchiner, Brandi <MitchiB@flc.losrios.edu>; FLC-Requisitions <FLCRequisitions@losrios.edu>  
Cc: Harman, Joany <harmanj@flc.losrios.edu>  
Subject: RE: 0001023745 AMAZON.COM

Hi Brandi ,

The Amount in the Requisition, Quote and the Perkins expenditure Check list do not match. Please review. Please find attached the OLR for reference. Let me know if you have further questions

Rachana Machani  
Business Services  
Folsom Lake College | 10 College Parkway | Folsom, CA 95630 | 916.608.1524 | [rmachanr@flc.losrios.edu](mailto:rmachanr@flc.losrios.edu)

-----Original Message-----

From: victoria.maryatt@flc.losrios.edu <victoria.maryatt@flc.losrios.edu>  
Sent: Wednesday, November 27, 2019 3:36 PM  
To: FLC-Requisitions <FLCRequisitions@losrios.edu>  
Cc: Mitchiner, Brandi <MitchiB@flc.losrios.edu>; Robinson, Brian <RobinsB@flc.losrios.edu>  
Subject: 0001023745 AMAZON.COM

Workflow Notification

Priority:

Date Sent: 2019-11-27

Sent To: FLCRequisitions@losrios.edu

cc: Mitchiner,Brandi M./W1091970;Robinson,Brian C./W0003553

Please click on the link below to access this transaction: