



LIMITED PURCHASE ORDER
(Not to Exceed \$200.00)

VENDOR NAME AND ADDRESS: Valerie Chueh Reimbursement	DELIVERY INSTRUCTIONS: <input checked="" type="checkbox"/> Deliver to Address Below (Check one) <input type="checkbox"/> Will Call Valerie Chueh FLI-110
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ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	Equity Center Staff Retreat					
2	Wed 01/15/2020					
3	Panera Bread Lunch for 14					
4	(delivered)					
5	Order # 13306487					\$229.21
6	01/09/2020					
7						
8	PAID CH # 0094790013 1/23/20					
9	AMT \$ 229.21					
10						

Purchases Charged to Categorical Programs, Grants or Special Projects This purchased is in compliance with the requirements of: Program Name: <u>SEAP</u> For grants/special projects: <u>570A</u> Project/Grant Number: Program Director/Coord. Signature: Program Goal/Objective/Number/Explanation: <u>Equity Training</u>	SUB-TOTAL SALES TAX TOTAL (Not to Exceed \$200.00)	\$ \$1.28 \$229.21
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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: Valerie Chueh DATE: 1/13/2020

REQUESTED BY: JL Chl DATE: 1/13/2020

APPROVED: DEAN OR OTHER AUTHORIZED SIGNATURE DATE: _____

APPROVED: VICE PRESIDENT, ADMINISTRATION DATE: 01/21/2020

Received by: JL Chl Date: 1/21/2020

GENED / 5200 / 12 / FL.VS.SEAP

Bus. Unit	Account	Fund	Org	Amount
02111	00000	2020	570A	\$ 229.21



Customer Information

Contact Name:

Valerie Chueh

Contact Phone Number:

530-400-0933

Email Address:

valeriechueh@gmail.com

Thank you for your order!

Order Number:

13366487

Order Details

Expected Delivery Time:1/15/2020
11:45 AM - 12:00 PM**Order Type:**

Delivery

Order Placed Time:

1/9/2020 12:45 PM PST

Date:

1/15/2020 Wednesday

If you need assistance with your order please contact:

Cafe # 202210
☎ 916-984-4953**Expected Delivery Time:**

11:45 AM - 12:00 PM

Special Instructions:

Please text me your ETA if possible so I can return to unlock the door. Thank you. 530-400-0933 Valerie

Delivery Address:**Equity Center**
10 College Pkwy
Aspen Hall FL1-110
Folsom, CA 95630**Delivery Instructions:**

In the main hallway of Aspen Hall. We are on a tight schedule. I will arrive at 11:55am to open the door for delivery. Our Lunch with Leaders event begins promptly at 12pm. Text if arriving early.

Cafe Phone Number:

☎ 916-984-4953

Reward your team and clients and save! 10% off Panera Gift Card purchases of \$1,000 or more.

Order Summary



Qty	Description	Item Price	Amount
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Qty	Description	Item Price	Amount
1	Sandwiches & Salads with Cold Drink Totes POPULAR BUNDLE	\$206.43	\$206.43
	<i>Customized</i>		
	<i>Serves: 14</i>		
	(1) Steak & Arugula		
	(1) Steak & Arugula		
	(1) Steak & Arugula		
	(1) Steak & Arugula		
	(1) Steak & Arugula		
	(1) Roasted Turkey & Avocado BLT		
	(2) Roasted Turkey & Avocado BLT		
	(2) Roasted Turkey, Apple & Cheddar Sandwich		
	(1) Roasted Turkey, Apple & Cheddar Sandwich		
	(1) Steak & Arugula		
	(1) Steak & Arugula		
	(1) Small Fuji Apple Chicken Salad		
	(3) Chips		
	(3) Chocolate Chipper Cookie		
	(3) Candy Cookie		
	(3) Fruit Cup		
	(2) Triple Chocolate Cookie with Walnuts		
	(1) Blood Orange Lemonade - Half Gallon		
	(1) Prickly Pear Hibiscus Fresca - Half Gallon		
	(1) Plum Ginger Hibiscus Iced Tea - Half Gallon		

Subtotal:	\$206.43
Tax:	\$1.28
Delivery Fee:	\$16.50
Tip:	\$5.00
Total:	\$229.21

Payment Information

Cardholder Name	Payment Type	Card Number	Amount
Valerie Chueh	VISA	XXXX-XXXX-XXXX-8047	\$229.21



Equity Center Staff Retreat

SPRING 2020

AGENDA | WEDNESDAY, JANUARY 15, 2020

TIME	ACTIVITY	LEAD	LOCATION
8:00 - 8:20am	Breakfast, Welcome & Land Acknowledgement, Intention Setting, Intros	Valerie Chueh	Equity Center
8:20 - 8:40am	Our Mission, Why Equity, Why Data	Valerie Chueh, Nicole Griffin, Alondra Lopez, Lillian Xu	Equity Center
8:40 - 8:55am	Daily Operations	Alondra Lopez, Lillian Xu	Equity Center
8:55 - 9:00am	Self-Care Break / Head to FL2-207		
9:00 - 11:55pm	<i>FLC Freedom of Expression Response & Support Team (FERST) Training</i>	Joe Martinez (UC Davis), Sonia Ortiz-Mercado (Vice President of Student Services)	Cypress Hall FL2-207
12:00 - 1:00pm	Lunch with Leaders: President Whitney Yamamura, Vice President of Student Services Sonia Ortiz-Mercado, Vice President of Administration Augustine Chavez, Vice President of Instruction Monica Pactol, Interim Dean of Student Success Dr. Molly Senecal, Dean of Student Services Dr. Kellie Butler, Dr. Victoire Chochezi, UC Davis Student Expression & Activities Coordinator Joe Martinez	Valerie Chueh	Equity Center
1:00 - 1:45pm	Poetry performance, Q&A, and Writing Workshop	Dr. Victoire Chochezi	Equity Center
1:45 - 1:55pm	Holding Space, Expectations Contract, Closing	Valerie Chueh	Equity Center
1:55 - 2:00pm	Self-Care Break / Head to FL2-157		
2:00 - 3:20pm	<i>Trauma-informed Care: Helping Students Overcome Emotional Barriers to Student Success</i>	Mendoza	Cypress Hall FL2-157