

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO 0001108069

COMPL

PURCHASING: (916) 568-3071 • FAX: (916) 568-3145
ACCOUNTING OPS: (916) 568-3065 • FAX: (916) 286-3636

Date 09/06/2019	Revision	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via See Details
Reference: 1021522 LEWISR HANEYB		Location / Dept 04CYPH129 IT

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Supplier: 0000034525
 CARD INTEGRATORS CORPORATION
 3625 SERPENTINE DR
 LOS ALAMITOS CA 90720

Phone: (800) 599-7385
Fax: (562) 493-2714

email: orders@cardintegrators.com

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	ARC - CIS - SOFTWARE LICENSE SA 1ST YEAR - RENEWAL DATES: 07/01/2019 - 06/30/2020	4.00 EA	596.25	2,385.00	09/06/2019
2- 1	ARC - CIS - SOFTWARE LICENSE SA 2ND YEAR - RENEWAL DATES: 07/01/2020 - 06/30/2021	4.00 EA	596.25	2,385.00	09/06/2019
3- 1	CRC - CIS - SOFTWARE LICENSE SA 1ST YEAR - RENEWAL DATES: 07/01/2019 - 06/30/2020	3.00 EA	596.25	1,788.75	09/06/2019
4- 1	CRC - CIS - SOFTWARE LICENSE SA 2ND YEAR - RENEWAL DATES: 07/01/2020 - 06/30/2021	3.00 EA	596.25	1,788.75	09/06/2019
5- 1	FLC - CIS - SOFTWARE LICENSE SA 1ST YEAR - RENEWAL DATES: 07/01/2019 - 06/30/2020	3.00 EA	596.25	1,788.75	09/06/2019
6- 1	FLC - CIS - SOFTWARE LICENSE SA 2ND YEAR - RENEWAL DATES: 07/01/2020 - 06/30/2021	3.00 EA	596.25	1,788.75	09/06/2019
7- 1	LRPD - CIS - SOFTWARE LICENSE SA 1ST YEAR - RENEWAL DATES: 07/01/2019 - 06/30/2020	5.00 EA	795.00	3,975.00	09/06/2019
8- 1	SCC - CIS - SOFTWARE LICENSE SA1ST YEAR - RENEWAL DATES: 07/01/2019 - 06/30/2020	6.00 EA	596.25	3,577.50	09/06/2019
9- 1	SCC - CIS - SOFTWARE LICENSE SA 2ND YEAR - RENEWAL DATES: 07/01/2020 - 06/30/2021	6.00 EA	596.25	3,577.50	09/06/2019

Paid Ch # 94-785477
9/24/19 Amt \$ 23055.00

LICENSE SERVICE AGREEMENT RENEWAL ORDER# 0101083

UNIT PRICE INCLUDES 25% DISCOUNT TOTALING \$6,360.00 FOR ARC, CRC, FLC, SCC FOR 2 YEARS.
 DISCOUNT NOT APPLIED TO (LRPD) POLICE - RENEWING FOR ONLY 1 YEAR.

TECHNICAL SUPPORT OUTSIDE OF LICENSE SERVICE AGREEMENT IS BILLED AT \$175.00 PER HOUR.

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

PURCHASE ORDER NO 0001108069

PURCHASING: (916) 568-3071 • FAX: (916) 568-3145
 ACCOUNTING OPS: (916) 568-3065 • FAX: (916) 286-3636

Date	Revision	Page
09/06/2019		2
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	See Details
Reference:	Location / Dept	
1021522 LEWISR HANEYB	04CYPH129 IT	

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Supplier: 0000034525
 CARD INTEGRATORS CORPORATION
 3625 SERPENTINE DR
 LOS ALAMITOS CA 90720

Phone: (800) 599-7385
Fax: (562) 493-2714

email: orders@cardintegrators.com

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
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Sub Total Amount	23,055.00
Sales Tax Amount	0.00
Total PO Amount	23,055.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5600	11	AR.VA.PAYP	67700	00000	041X	4,770.00	2020
GENFD	5600	11	CR.VA.OFFC	67900	00000	041A	3,577.50	2020
GENFD	5600	11	DS.PC.COPS	67700	00000	072C	3,975.00	2020
GENFD	5600	11	FL.VA.CARD	67700	00000	041X	3,577.50	2020
GENFD	5600	11	SC.VA.INST	67200	00000	041A	7,155.00	2020

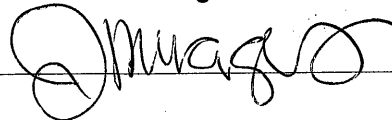
0001021522CHAVEZA30-AUG-2019

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



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 MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

Requisition

Supplier: CARD INTEGRATORS CORPORATION 0000034525
 3625 SERPENTINE DR
 LOS ALAMITOS CA 90720
 United States

Phone: (800) 599-7385 **Fax:** (562) 493-2714
email: orders@cardintegrators.com

Ship To: RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630-6798

Business Unit: GENFD OPEN	
Req ID: 0001021522	Date: 08/13/2019
Page: 1	
Requisition Name: CI Solutions-Easy Badge SW Mai	
Requester: Ronald Lewis	Bldg#: IT
Requester Signature	
Buyer: Brenda Haney	
Approved:	
Entered By: LEWISJ 13-AUG-2019	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	ARC - CIS - SOFTWARE LICENSE SA 1ST YEAR - RENEWAL DATES: 07/01/2019 - 06/30/2020	4	EA	596.25	2,385.00	08/23/2019
2-1	ARC - CIS - SOFTWARE LICENSE SA 2ND YEAR - RENEWAL DATES: 07/01/2020 - 06/30/2021	4	EA	596.25	2,385.00	08/23/2019
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5-1	FLC - CIS - SOFTWARE LICENSE SA 1ST YEAR - RENEWAL DATES: 07/01/2019 - 06/30/2020	3	EA	596.25	1,788.75	08/23/2019
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7-1	LRPD - CIS - SOFTWARE LICENSE SA 1ST YEAR - RENEWAL DATES: 07/01/2019 - 06/30/2020	5	EA	795.00	3,975.00	08/23/2019
9-1	SCC - CI SOLUTIONS LICENSE AGREEMENT 1ST YEAR - RENEWAL DATES: 07/01/2019 - 06/30/2020	6	EA	596.25	3,577.50	08/23/2019
10-1	SCC - CIS - SOFTWARE LICENSE SA 2ND YEAR - RENEWAL DATES: 07/01/2020 - 06/30/2021	6	EA	596.25	3,577.50	08/23/2019

23,055.00 Sub-total
 0.00 Est. tax

Total Requisition Amount: 23,055.00

The 25% price reduction for colleges (not the police as they are only doing 1 year) renewing for 2 years is reflected in the per unit cost. Approval emails embedded in the quote.
 No tax on software maintenance.

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	5600	11	AR.VA.PAYP	67700	00000	041X	4,770.00
GENFD	5600	11	CR.VA.OFFC	67900	00000	041A	3,577.50
GENFD	5600	11	DS.PC.COPS	67700	00000	072C	3,975.00
GENFD	5600	11	FL.VA.CARD	67700	00000	041X	3,577.50
GENFD	5600	11	SC.VA.INST	67200	00000	041A	7,155.00

Approval Signature	Approval Signature	Approval Signature
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Card Integrators Corporation
3625 Serpentine Drive
Los Alamitos, CA 90720
(562) 431-2594
Orders@cardintegrators.com

ORDER NUMBER: 0101083
ORDER DATE: 4/26/2019
SALES PERSON: 0718
ORDER ENTRY: EA

CUSTOMER NO: LOS611

SOLD TO:

LOS RIOS COMMUNITY COLLEGE DIS
ATTN: ACCOUNTS PAYABLE
1919 SPANOS COURT
SACRAMENTO, CA 95825-3981

SHIP TO:

LOS RIOS COMMUNITY COLLEGE DIS
FOR: ANNUAL SERVICE AGREEMENT
RENEWAL.

CONFIRM TO: JEFF LEWIS

Table with 4 columns: CUSTOMER P.O., SHIP VIA, F.O.B., TERMS. TERMS: NET 30, PO REQUIRED

Table with 7 columns: DESCRIPTION, UNIT, ORDERED, SHIPPED, BACK ORDER, PRICE, AMOUNT

*** 2 YEAR SERVICE AGREEMENT - 25% DISCOUNT ***

FOR: (19) CI BADGE LICENSES

FOR: AMERICAN RIVER COLLEGE

Table row for American River College 1st year license: YR, 4, 0, 0, 795.0000, 3,180.00

Table row for American River College 2nd year license: YR, 4, 0, 0, 795.0000, 3,180.00

FOR: COSUMNES RIVER COLLEGE

Table row for Cosumnes River College 1st year license: YR, 3, 0, 0, 795.0000, 2,385.00

Table row for Cosumnes River College 2nd year license: YR, 3, 0, 0, 795.0000, 2,385.00

Continued



Card Integrators Corporation
 3625 Serpentine Drive
 Los Alamitos, CA 90720
 (562) 431-2594
 Orders@cardintegrators.com

ORDER NUMBER: 0101083
 ORDER DATE: 4/26/2019
 SALES PERSON: 0718
 ORDER ENTRY: EA

CUSTOMER NO: LOS611

SOLD TO:

LOS RIOS COMMUNITY COLLEGE DIS
 ATTN: ACCOUNTS PAYABLE
 1919 SPANOS COURT
 SACRAMENTO, CA 95825-3981

SHIP TO:

LOS RIOS COMMUNITY COLLEGE DIS
 FOR: ANNUAL SERVICE AGREEMENT
 RENEWAL.

CONFIRM TO: JEFF LEWIS

CUSTOMER P.O.	SHIP VIA	F.O.B.	TERMS NET 30, PO REQUIRED			
DESCRIPTION	UNIT	ORDERED	SHIPPED	BACK ORDER	PRICE	AMOUNT
FOR: FOLSOM LAKE COLLEGE						
	YR	3	0	0	795.0000	2,385.00
CIS - SOFTWARE LICENSE SA 1ST YEAR - RENEWAL DATES: 07/01/2019 - 06/30/2020						
	YR	3	0	0	795.0000	2,385.00
CIS - SOFTWARE LICENSE SA 2ND YEAR - RENEWAL DATES: 07/01/2020 - 06/30/2021						

FOR: LOS RIOS DISTRICT PD						
	YR	5	0	0	795.0000	3,975.00
CIS - SOFTWARE LICENSE SA 1ST YEAR - RENEWAL DATES: 07/01/2019 - 06/30/2020						
	YR	5	0	0	795.0000	3,975.00
CIS - SOFTWARE LICENSE SA 2ND YEAR - RENEWAL DATES: 07/01/2020 - 06/30/2021						

FOR: SACRAMENTO CITY COLLEGE						
	YR	6	0	0	795.0000	4,770.00
CI SOLUTIONS LICENSE AGREEMENT 1ST YEAR - RENEWAL DATES: 07/01/2019 - 06/30/2020						

Continued



Card Integrators Corporation
3625 Serpentine Drive
Los Alamitos, CA 90720
(562) 431-2594
Orders@cardintegrators.com

ORDER NUMBER: 0101083
ORDER DATE: 4/26/2019
SALES PERSON: 0718
ORDER ENTRY: EA

CUSTOMER NO: LOS611

SOLD TO:

LOS RIOS COMMUNITY COLLEGE DIS
ATTN: ACCOUNTS PAYABLE
1919 SPANOS COURT
SACRAMENTO, CA 95825-3981

SHIP TO:

LOS RIOS COMMUNITY COLLEGE DIS
FOR: ANNUAL SERVICE AGREEMENT
RENEWAL.

CONFIRM TO: JEFF LEWIS

Table with 7 columns: CUSTOMER P.O., SHIP VIA, F.O.B., TERMS, DESCRIPTION, UNIT, ORDERED, SHIPPED, BACK ORDER, PRICE, AMOUNT. Includes row for CIS - SOFTWARE LICENSE SA with 6 units and price 795.0000.

TECHNICAL SUPPORT OUTSIDE OF LICENSE/SERVICE AGREEMENT IS
BILLED @ \$175.00 PER HOUR.

THERE IS A PRINTER UPGRADE AVAILABLE FOR LOS RIOS DISTRICT.
PLEASE CONTACT SALES@CARDINTEGRATORS.COM FOR MORE INFORMATION.

Net Order: 33,390.00
Less Discount: 8,347.50
Freight: 0.00
Sales Tax: 0.00
Order Total: 25,042.50

From: [Bucher, Jeff](#)
To: [Kaur, Kuldeep](#)
Cc: [Lewis, Jeff](#); [Hartline, Beth \(Madigan\)](#)
Subject: FW: LOS611 - Annual License/Service Agreement Renewal
Date: Tuesday, August 27, 2019 2:52:20 PM
Attachments: [image003.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image001.png](#)
[LOS611 2 YEAR 101083.pdf](#)
[image010.png](#)
[image013.png](#)
[image015.png](#)
[image021.png](#)
[image022.png](#)
[LOS611 PRINTERS 102219 REV2.pdf](#)
[goprint.PNG](#)

Kuldeep,

The Card Access maintenance has been expired since June. We are taking a chance since school has started not having maintenance in place. (I mean it isn't life or death but with the semester started)

I am going to use the budget strings below. We can journal funds back into these accounts if required when you come back.

If you are monitoring your email now is the time to stop me.

GNEFD 5600 11 AR.VA.PAYAP 677000 00000 2020 041X	Available Balance \$66,002.00
printer cost \$6,360	
GNEFD 4500 11 AR.VA.PAYAP 677000 00000 2020 041X	Transfer required from 5600
Renewal cost \$4,831	

I will send the transfer today

Thank You

Jeff Bucher
College IT Systems Supervisor
916 484-8015
bucherj@arc.losrios.edu

From: Bucher, Jeff
Sent: Thursday, August 22, 2019 11:51 AM
To: Kaur, Kuldeep <KaurK@arc.losrios.edu>
Subject: FW: LOS611 - Annual License/Service Agreement Renewal

Kuldeep,

Jeff Lewis would like us to give him two budget strings to purchase the new Card Access printers and renew the software maintenance.

We could use the Go Print budget for this since it is a similar purchase. The GoPrint budgets are attached in this email.

If we did that we would use

GNEFD 5600 11 AR.VA.PAYAP 677000 00000 2020 041X	Available Balance \$66,002.00
printer cost \$6,360	
GNEFD 4500 11 AR.VA.PAYAP 677000 00000 2020 041X	Transfer required from 5600
Renewal cost \$4,831	

If this is the budget sting you would like to use I can do the transfer and inform Jeff.

ARC

\$6360 in 5600 string for Software Maintenance.

\$4831 in 4500 string for New Card Printers.

Thanks

Jeff Bucher
College IT Systems Supervisor
916 484-8015
bucherj@arc.losrios.edu

From: Lewis, Jeff <lewisj@flc.losrios.edu>

Sent: Friday, August 9, 2019 3:57 PM

To: Bray, Carrie <BrayC@scc.losrios.edu>; Chavez, Augustine <ChavezA@flc.losrios.edu>; Kaur, Kuldeep <KaurK@arc.losrios.edu>; Savidge, Lawrence <SavidgL@losrios.edu>; Tena, Theresa <Theresa.Tena@crc.losrios.edu>

Cc: Divanyan, Andranik <Andranik.Divanyan@scc.losrios.edu>; Bucher, Jeff <BucherJ@arc.losrios.edu>; Oesterman, Emmie <oestere@crc.losrios.edu>

Subject: FW: LOS611 - Annual License/Service Agreement Renewal

Hello everyone. Here is the breakdown of the Card Integrator Software Maintenance and New Card Printer costs by college below. I'm hoping to put the requisitions together early next week. We definitely want the POs generated before school starts. Sorry for the rush on this and thank you.

From: [Oesterman, Emmie](#)
To: [Lewis, Jeff](#); [Chavez, Augustine](#)
Cc: [Tena, Theresa](#); [Raines, Christopher](#); [Deleon, Katie](#); [Perrault, Barbara](#)
Subject: RE: LOS611 - Annual License/Service Agreement Renewal
Date: Wednesday, August 14, 2019 7:42:25 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)
[image012.png](#)

Here's CRC budget:

CRC

\$4770 in 5600 string for Software Maintenance. - GENFD 5600 11 CR.VA.OFFC 67900 00000 2020 041A

\$7732 in 4500 string for New Card Printers. - GENFD 4500 11 CR.VA.BLDG 65100 00000 2020 041A

From: Bray, Carrie <BrayC@scc.losrios.edu>

Sent: Tuesday, August 13, 2019 4:15 PM

To: Lewis, Jeff <lewisj@flc.losrios.edu>; Chavez, Augustine <ChavezA@flc.losrios.edu>; Kaur, Kuldeep <KaurK@arc.losrios.edu>; Savidge, Lawrence <SavidgL@losrios.edu>; Tena, Theresa <Theresa.Tena@crc.losrios.edu>

Cc: Divanyan, Andranik <Andranik.Divanyan@scc.losrios.edu>; Bucher, Jeff <BucherJ@arc.losrios.edu>; Oesterman, Emmie <oestere@crc.losrios.edu>; Wattier, Taunya <WattieT@scc.losrios.edu>; Bray, Carrie <BrayC@scc.losrios.edu>

Subject: RE: LOS611 - Annual License/Service Agreement Renewal

Hi Jeff, for SCC, please use:

SCC

\$9540 in 5600 string for Software Maintenance.

GENFD 5600 11 SC.VA.INST 67200 00000 041A

\$4831 in 4500 string for New Card Printers. GENFD 11 041A 4500 67200 00000 SC.VA.INST

Carrie Bray
Vice President, Administrative Services
Sacramento City College
(916) 558-2120

From: Lewis, Jeff <lewisj@flc.losrios.edu>

Sent: Friday, August 9, 2019 3:57 PM

To: Bray, Carrie <BrayC@scc.losrios.edu>; Chavez, Augustine <ChavezA@flc.losrios.edu>; Kaur, Kuldeep <KaurK@arc.losrios.edu>; Savidge, Lawrence <SavidgL@losrios.edu>; Tena, Theresa <Theresa.Tena@crc.losrios.edu>

Cc: Divanyan, Andranik <Andranik.Divanyan@scc.losrios.edu>; Bucher, Jeff <BucherJ@arc.losrios.edu>; Oesterman, Emmie <oestere@crc.losrios.edu>

Subject: FW: LOS611 - Annual License/Service Agreement Renewal

Hello everyone. Here is the breakdown of the Card Integrator Software Maintenance and New Card Printer costs by college below. I'm hoping to put the requisitions together early next week. We definitely want the POs generated before school starts. Sorry for the rush on this and thank you.

ARC

\$6360 in 5600 string for Software Maintenance.

\$4831 in 4500 string for New Card Printers.

CRC

\$4770 in 5600 string for Software Maintenance.

\$7732 in 4500 string for New Card Printers.

FLC

\$4770 in 5600 string for Software Maintenance.

\$5316 in 4500 string for New Card Printers.

SCC

\$9540 in 5600 string for Software Maintenance.

\$4831 in 4500 string for New Card Printers.

Police – in the past Cheryl/Teresa provided the funding for the police.

\$7950 in 5600 string for Software Maintenance.

Here is the **CI Badge software Maintenance** quote broken down by college:

ARC
4 stations x 2 years x \$795 = **\$6,360**
String used last time: GENPD 5600 11 AR.VA.PROJ 67700 00000 041X

CRC
3 stations x 2 years x \$795 = **\$4,770**
String used last time: GENPD 5600 11 CR.VA.OFFC 67900 00000 041A

FLC
3 stations x 2 years x \$795 = **\$4,770**
String used last time: GENPD 5600 11 FL.VA.CARD 67700 00000 041X

From: [Fregoso Gonzalez, Monica](#)
To: [Lewis, Jeff](#); [Savidge, Lawrence](#)
Subject: RE: LOS611 - Annual License/Service Agreement Renewal
Date: Friday, August 23, 2019 8:21:25 AM
Attachments: [image002.png](#)
[image003.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)
[image012.png](#)
[image013.png](#)

Hello Jeff,

Please use budget **5600 11 DS.PC.COPS 67700 00000 072C** for the one year renewal.

Thank you,
Monica

From: Lewis, Jeff <lewisj@flc.losrios.edu>
Sent: Thursday, August 22, 2019 5:08 PM
To: Savidge, Lawrence <SavidgL@losrios.edu>; Fregoso Gonzalez, Monica <FregosoM@losrios.edu>
Subject: FW: LOS611 - Annual License/Service Agreement Renewal
Importance: High

Hello Lawrence and Monica. As you can see from the email string below we are under a tight timeline to get the software maintenance requisition in. All I need is you to reply back that you approve the use of this string or some other 5600 repair string with \$4000 in it to cover the software maintenance for CI Solutions for one year. Each of the four colleges are providing strings to cover their Card Access stations that they use to print Student Access Cards. The police have 5 stations in all. One at Ethan Way and one at each of the main college Police offices. It looks like the string that was used last time has plenty to cover the expense. If you want to renew for two years like the colleges are doing then it will be \$6000 for the 5 police stations. Josh recommends only renewing for 1 year as Jim Wirfel, Josh and Cedric are working to replace the CI Solutions card printing stations with the Imron card printing stations and new printers. One year should cover the transition period.

FY	BU	ACCT	FD	DEPT	PRGM	CLS	PROJ	ACCT Descr	PRGM Descr	PROJ Descr	Budget	PreEnc	Encumb	YTD Exps	Balance
2020	GENFD	5600	12	DS.PC.COPS	67700	00000	608E	Repairs	Logistical Services	Parking - Employee Allowances	\$12,200.00	\$2,000.00	\$8,905.00	(\$4,905.00)	\$6,200.00

Thank you,

Jeff

Jeff Lewis | College IT Systems & Media Services Supervisor
 Folsom Lake College | 10 College Parkway | Folsom, CA 95630 | 916.608.6633 | lewisj@flc.losrios.edu | itservices.flc.losrios.edu
 Need Help? Call the **IT Helpline** at 916-608-6561 or the **Media Services Helpline** at 916-608-6516 or complete a request ([IT/MS](#)).

From: Hall, Joshua <HallJ@crc.losrios.edu>