

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO 0001108354

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.

Date	Revision	Page
09/19/2019		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	See Details
Reference:	Location / Dept	
1022061 QUINTELLM HANEYB	04VAPA VAPA	

Supplier: 0000034994
HARRIS CENTER FOR THE ARTS
FOLSOM LAKE COLLEGE BUS SVCS
10 COLLEGE PKWY
FOLSOM CA 95630

email:

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	EVENT SETTLEMENT FOR THE FLC YOUTH DRAMA ACADEMY USE OF STAGE 2, INVOICE # TS-1331	1.00 EA	1,400.00	1,400.00	09/17/2019

PAY INVOICE# TS-1331

Paid Ch # 94-785621
9/26/19 Amt \$ 1400.00

Sub Total Amount	1,400.00
Sales Tax Amount	0.00
Total PO Amount	1,400.00

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>	<u>BYear</u>
GENFD	5601	11	FL.VI.CAMP	10070	00000	061Y	1,400.00	2020

0001022061CHAVEZA17-SEP-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.

Requisition

Supplier: HARRIS CENTER FOR THE ARTS 0000034994
FOLSOM LAKE COLLEGE BUS SVCS
10 COLLEGE PKWY
FOLSOM CA 95630
United States

email:

Ship To: RECEIVING
10 COLLEGE PARKWAY
FOLSOM CA 95630

Business Unit:		GENFD	OPEN
Req ID:	Date	Page	
0001022061	09/05/2019	1	
Requisition Name:			
YOUTH DRAMA ACADEMY EVENT SETTL			
Requester			
Melonie Quintell			
Requester Signature			
Buyer: Brenda Haney			
Approved:			
Entered By: QUINTELM 05-SEP-2019			

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	EVENT SETTLEMENT FOR THE FLC YOUTH DRAMA ACADEMY USE OF STAGE 2, INVOICE # TS-1331	1	EA	1,400.00	1,400.00	09/05/2019

1,400.00 Sub-total
0.00 Est. tax

Total Requisition Amount: 1,400.00

PLEASE SET UP AS TWO WAY MATCH
PLEASE PAY ATTACHED INVOICE
Harris Center Event Settlement Invoice for Youth Drama Academy

<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	5601	11	FL.VI.CAMP	10070	00000	061Y	1,400.00

Approval Signature	Approval Signature	Approval Signature
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Harris Center

Three Stages at Folsom Lake College

10 College Parkway
Folsom, CA 95630

INVOICE # TS-1331

INVOICE DATE: 6/22/2019

DUE DATE: upon receipt

BILL TO: FLC Theatre
Visual & Performing Arts

DESCRIPTION	AMOUNT
EVENT SETTLEMENT: FLC Youth Drama Academy (per attached event settlement)	\$1,400.00
14212	
TOTAL DUE	\$1,400.00

Make-checks payable to: HARRIS CENTER

Mail payment to: Folsom Lake College
Business Services - Harris Center/Three Stages
10 College Parkway
Folsom, CA 95630

Please include invoice number with payment

Please direct invoice questions to Deana Visentin, 916.608.6608 , visentd@flc.losrios.edu

THANK YOU FOR YOUR BUSINESS!

Event Settlement
Harris Center at Folsom Lake College

FLC Youth Drama Academy

June 17-21, 2019

Final Performance 6/21/19 12:30pm

Program #

14212

Income

Ticket Revenue -	\$ -	Credit Card: \$ -
Total Ticket Revenue:	\$ -	

Expenses

Facility Fee	\$ 1,125.00
Custodial (Performance Only)*	\$ 165.00
Front-of-house Staffing	\$ 110.00
Technical Crew Staffing	\$ -
Piano Tuning, Equipment Rentals	\$ -
Security: Alcohol Service or Fire Watch	\$ -
Sign Language Interpreting Services	\$ -
Miscellaneous	\$ -
	<hr/>
	\$ 1,400.00
Marketing Expenses	
Base Marketing Fee	\$ -
Marquee	\$ -
	\$ -
Ticketing Expenses	
Ticketing Service Fee (5% of gross sold through T.O.)	\$ -
Credit Card Fees (3.5% of Sales Processed on CC through T.O.)	\$ -
Consignment	\$ -
Comps (\$.50/ticket over 50)	\$ -
	<hr/>
	\$ -
RAP Fee (Replacement/Restoration, Admin & Parking)	\$ -
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Total Expenses:	\$ 1,400.00

Net, Total Revenue Less Expenses: \$ (1,400.00)

Plus amount deposited \$ -

Amount Due To Harris Center: \$ 1,400.00

Send invoice to **FLC-Theatre**

**On a non-precendent setting basis, Harris Center agrees to waive custodial charges for rehearsal dates associated with this agreement. Standard rehearsal rates will apply for all future Youth Summer Academy events, unless otherwise stipulated in the campus MOU.*

OK.
D.R.