

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO 0001108371

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	
1021844 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: YOUTH MUSIC PRODUCTION ACADEMY HARRIS CENTER RECORDING STUDIO RENTAL	1.00EA	400.00	400.00	09/17/2019

PAY INVOICE# TS-1339

**Paid Ch# 94-785621**  
**9/26/19 Amt \$ 400.00**

Sub Total Amount	400.00
Sales Tax Amount	0.00
Total PO Amount	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	10050	00000	061Y	400.00	2020

0001021844CHAVEZA17-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

<b>Business Unit:</b>		<b>GENFD</b>	<b>OPEN</b>
Req ID:	Date	Page	
0001021844	08/27/2019	1	
Requisition Name:			
YMPA HARRIS CENTER RENTAL			
Requester			
Melonie Quintell			
Requester Signature			
Buyer: Brenda Haney			
Approved:			
Entered By: QUINTELM 27-AUG-2019			

Line-Schd	Description	Quantity	UOM	Price	Extended Amt Due Date
1-1	EVENT SETTLEMENT: YOUTH MUSIC PRODUCTION ACADEMY HARRIS CENTER RECORDING STUDIO RENTAL	1	EA	400.00	400.00 08/27/2019

400.00 Sub-total  
 0.00 Est. tax

Total Requisition Amount: 400.00

PLEASE SET UP AS TWO WAY MATCH  
 PLEASE PAY ATTACHED INVOICE  
 ATTACHED INVOICE TS-1339 DTD 7/31/2019

<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	10050	00000	061Y	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-1339**

INVOICE DATE: 7/31/2019

DUE DATE: upon receipt

BILL TO: FLC Music: Youth Music Production Academy  
Folsom Lake College Visual & Performing Arts  
ATTN: BJ Snowden

DESCRIPTION	AMOUNT
EVENT SETTLEMENT: Youth Music Production Academy (per attached event settlement)	\$400.00
14235	
TOTAL DUE	\$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 Music: Youth Music Production Academy**

7/15/19 - 7/19/19

Recording Studio Usage 7/18 & 7/19

**Program #**

**14235**

**Income**

Ticket Revenue - \$ -

Credit Card: \$ -

Total Ticket Revenue: \$ -

**Expenses**

Facility Fee	\$ 200.00
Custodial	\$ 110.00
Front-of-house Staffing	\$ -
Technical Crew Staffing (1.5 hrs)	\$ 90.00
Piano Tuning, Equipment Rentals	\$ -
Security: Alcohol Service or Fire Watch	\$ -
Sign Language Interpreting Services	\$ -
Miscellaneous	\$ -
	<hr/>
	\$ 400.00

Marketing Expenses

Marquee - no charge	\$ -
	<hr/>
	\$ -

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: \$ 400.00

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

Plus amount deposited \$ -

Amount Due To Harris Center: \$ 400.00

Send Invoice to: **FLC Department of Visual and Performing Arts**

*OK*  
*[Signature]*



Show: Youth Production Academy  
Summer 2019 (Rec Studio)

Event Code: 14235

Date: 7/17/2019

Prepared By:

Notes :

ACTUAL TECH LABOR COST	\$90.00
ADDITIONAL COSTS	\$0.00
<b>TOTAL</b>	<b>\$90.00</b>

Name	Dept	Rate	Hours	Decimal	Billed Hours			Total Cost:
					REG	1.5x OT	2x OT	
			0:00					
7.17.2019 Prep			0:00	0	0	0	0	\$0.00
Garza Eduardo	TD	\$60	1:00	1	1	0	0	\$60.00
			0:00	0	0	0	0	\$0.00
7.20.2019 Restore			0:00	0	0	0	0	\$0.00
Garza Eduardo	TD	\$60	0:30	0.5	0.5	0	0	\$30.00
			0:00	0	0	0	0	\$0.00
					0	0	0	\$0.00

**ADDITIONAL COSTS: Contracted Services / Expendables/Rentals**

Description	NOTES	Charge:
		\$0.00