

Los Rios Community College District

Purchasing: (916)568-3071 * FAX (916) 568-3145
LRCCDPurchase@losrios.edu

Accounting Ops: (916)568-3065 * FAX (916) 286-3636
Acctg-ops@losrios.edu

PURCHASE ORDER NO 0001115461
CANCELED PO

Date	Revision	Page
05/04/2021	1 - 05/04/2021	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:		
1030029 HUMPHREYST HANEYB STUSVC		

PLEASE SEE TERMS AND CONDITIONS APPENDED TO THIS PO

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

email:

Ship To: FOLSOM LAKE COLLEGE
RECEIVING
10 COLLEGE PARKWAY
FOLSOM CA 95630
United States

Bill To: LRCCD
Invoice to: acctg-ops@losrios.edu
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	POSTAGE STAMPS; CORAL REEFS POSTCARD COIL OF 100 FIRST CLASS FOREVER POSTCARD POSTAGE STAMPS SEA (100 STAMPS)	70.00 EA	49.90	0.00	CANCEL

AMAZON CART EXPIRED_ 05-04-2021
ORDER#_112-5008785-8429857

05-04-21 PER J HARMAN CANCEL PO & AMAZON ORDER#_112-5008785-8429857 (CART EXPIRED 05-04-21) BH

Sub Total Amount	0.00
Sales Tax Amount	0.00
Total PO Amount	0.00

<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>
							0.00	2021

0001030029CHAVEZA24-APR-2021

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.

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 good and delivery documents to the Receiving Department at the site. Failure to so do will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of good 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: RECEIVING
10 COLLEGE PARKWAY
FOLSOM CA 95630-6798

Business Unit:		GENFD	OPEN
Req ID:	Date	Page	
0001030029	04/22/2021	1	
Requisition Name:			
AMAZON			
Requester		Bldg#	
Tony Humphreys		STUSVC	
Requester Signature			
Buyer: Brenda Haney			
Approved:			
Entered By: KRAVCHUA 22-APR-2021			

Line-Schd	Description	Quantity	UOM	Price	Extended Amt Due Date
1-1	POSTAGE STAMPS; CORAL REEFS POSTCARD COIL OF 100 FIRST CLASS FOREVER POSTCARD POSTAGE STAMPS SEA (100 STAMPS)	70	EA	49.90	3,493.00

3,493.00 Sub-total
270.71 Est. tax

Total Requisition Amount: 3,763.71

FOR TONY HUMPHREYS - OREINTATION
ORDER#_112-5008785-8429857

<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	4500	12	FL.VS.SEAP	63210	00000	570B	3,493.00

Purchases Charged to Catagorical Programs, Grants or Special Project.

Program Name: SEAP
Project Grant: 570B
Program Director:
Program Goal:

Approval Signature

Approval Signature

Approval Signature

Details for Order #112-5008785-8429857

[Print this page for your records.](#)

Paid By: LOS RIOS CCD

Placed By: Alina Kravchuk

Order Placed: April 23, 2021

Amazon.com order number: 112-5008785-8429857

Order Total: \$3,493.00

Business order information

Location: Folsom Lake College

Requisition number: 0001030029

Not Yet Shipped

Items Ordered

70 of: *Coral Reefs Postcard Coil of 100 First Class Forever Postcard Postage Stamps Sea (100 Stamps)* **Price** \$49.90

Sold by: Infinite Market ([seller profile](#))

Condition: New

Shipping Address:

TONY HUMPHREYS
HARRIS CENTER FOR THE ARTS
10 COLLEGE PKWY
FOLSOM, CA 95630-6798
United States

Shipping Speed:

Two-Day Shipping

Payment information

Payment Method:

Item(s) Subtotal:	\$3,493.00
Shipping & Handling:	\$0.00

Total before tax:	\$3,493.00
Estimated tax to be collected:	\$0.00

Grand Total:	\$3,493.00

To view the status of your order, return to [Order Summary](#).

Harman, Joany

From: Haney, Brenda
Sent: Monday, April 26, 2021 4:12 PM
To: Harman, Joany
Cc: Taylor, Jennifer
Subject: Please Advise _Amazon Cart Order# 112-5008785-8429857_USPS Postage Stamps
Attachments: AMAZON_-_T._HUMOHREYS_-_POSTAGE_STAMPS_112-5008785-8429857.pdf; SnipImage.JPG
Importance: High

Hi Joany / Jennifer -

Can you confirm if this Amazon order for USPS Postage Stamps – are intended for mailing/postage use?
Postage should be coded to 5810 account, and OLR is ENC to 4500 supply

Also – we cannot approve this purchase through Amazon at this marked up price of \$49.90 per 100 count coil/roll - this would be an overcharge of \$973.00 for this 70 rolls request.

https://www.amazon.com/gp/product/B07QLNW2QP/ref=oh_details_o00_s00_i00

As the USPS postage value of these postcard stamps is 36 cents per stamp, and we can purchase these directly from USPS at \$36.00 per 100 count coil/roll for PO total of \$2,520.00 for 70 rolls. I may have other vendors that can also offer them at actual postage face value.

Best Regards,



Brenda Haney, Purchasing / Buyer III
1919 Spanos Ct., Sacramento, CA 95825
☎ 916-568-3072 Fax: 916.568.3145
✉ haneyb@losrios.edu

Please Note: In response to the ongoing COVID-19 public health crisis, Los Rios Community College District has moved to 100% remote operations.

From: Amazon Business <no-reply@amazon.com>
Sent: Monday, April 26, 2021 9:09 AM
To: Haney, Brenda <haneyb@losrios.edu>
Subject: Order Approval Required

CAUTION: This email originated from outside of Los Rios. Do not click links or open attachments unless you recognize the sender and know the content is safe. **To mark the message as SPAM, right click the message, select "Junk", and then select "Block Sender".**



Approval required

Brenda Haney:

Alina Kravchuk submitted an order requisition on April 23, 2021 for FLC (LOS RIOS CCD). Order details are below.

Approve or reject this order

Approve or reject this order

Order Summary

Order Number	112-5008785-8429857
Placed by	Alina Kravchuk on April 23, 2021
Deliver to	TONY HUMPHREYS HARRIS CENTER FOR THE ARTS 10 COLLEGE PKWY FOLSOM, CA 95630-6798, US
Items in Order	1
Total	\$3,493.00

Items in Order

[Coral Reefs Postcard Coil of 100 First Class Forever Postcard Postage Stamps Sea \(100 Stamps\)](#)
\$49.90 | Qty: 70

[Pending Approvals](#) | [Amazon.com](#) | [Help](#)

Harman, Joany

From: Harman, Joany
Sent: Tuesday, May 4, 2021 1:45 PM
To: Chavez, Augustine
Subject: RE: Amazon Order for Postage Stamps

Thank you. Will do.

From: Chavez, Augustine <ChavezA@flc.losrios.edu>
Sent: Tuesday, May 4, 2021 12:43 PM
To: Harman, Joany <harmanj@flc.losrios.edu>
Subject: FW: Amazon Order for Postage Stamps

From: Senecal, Molly <SenecaM@flc.losrios.edu>
Sent: Tuesday, May 4, 2021 7:38 AM
To: Ortiz-Mercado, Sonia <Ortiz-S@flc.losrios.edu>; Chavez, Augustine <ChavezA@flc.losrios.edu>
Subject: Re: Amazon Order for Postage Stamps

Agree.

Thanks all.

Molly Senecal, Ed.D. | Interim Dean of Student Success, Title IX Officer
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
p. 916.608.6688 | SenecaM@flc.losrios.edu | www.flc.losrios.edu
Pronouns: She/Her/Hers

Together we stand in solidarity with our Black community, our students, staff, and faculty at FLC, to fight against systemic inequity, injustice, and racism.

From: Ortiz-Mercado, Sonia <Ortiz-S@flc.losrios.edu>
Sent: Monday, May 3, 2021 6:29 PM
To: Chavez, Augustine <ChavezA@flc.losrios.edu>; Senecal, Molly <SenecaM@flc.losrios.edu>
Subject: Re: Amazon Order for Postage Stamps

Just means that they're unable to spend the funds allocated and I'll redirect to pay for other current year expenses.

Since this is so problematic, let's cancel this order.

-Sonia

Get [Outlook for iOS](#)

From: Chavez, Augustine <ChavezA@flc.losrios.edu>
Sent: Monday, May 3, 2021 6:25:30 PM
To: Senecal, Molly <SenecaM@flc.losrios.edu>; Ortiz-Mercado, Sonia <Ortiz-S@flc.losrios.edu>
Subject: FW: Amazon Order for Postage Stamps

Hi Molly and Sonia,

The request is very unusual and it's not a good practice. What's the impact if we don't do this?

Good point about the charge back for the Mailroom. Not sure if that helps.

-Augustine

From: Harman, Joany <harmanj@flc.losrios.edu>
Sent: Monday, May 3, 2021 12:37 PM
To: Senecal, Molly <SenecaM@flc.losrios.edu>; Chavez, Augustine <ChavezA@flc.losrios.edu>; Ortiz-Mercado, Sonia <Ortiz-S@flc.losrios.edu>
Cc: Kravchuk, Alina <KravchA@flc.losrios.edu>; Humphreys-Jaski, Tony <Tony.Humphreys@flc.losrios.edu>
Subject: RE: Amazon Order for Postage Stamps

This is still pending.

Using our mailroom for mailing is not tied to end-of-year purchasing deadlines. Mailroom can be used on June 30th and they will provide chargeback information to us that we will include before year-end is complete.

Grants should never be used to "bank" anything. If pulled in an audit, auditor would want to see the expense used in the year of the grant. Anything else may cause an audit exception.

Because stamps have a cash equivalent, they would be an item that we would need to track. Being that we have mailroom processes that already do this work, we should use that avenue.

District purchasing will not allow this order to go through because it is more costly than other processes for postage.

From: Senecal, Molly <SenecaM@flc.losrios.edu>
Sent: Tuesday, April 27, 2021 8:32 AM
To: Harman, Joany <harmanj@flc.losrios.edu>; Kravchuk, Alina <KravchA@flc.losrios.edu>; Ortiz-Mercado, Sonia <Ortiz-S@flc.losrios.edu>; Humphreys-Jaski, Tony <Tony.Humphreys@flc.losrios.edu>
Cc: Taylor, Jennifer <TaylorJ@flc.losrios.edu>; Chavez, Augustine <ChavezA@flc.losrios.edu>
Subject: Re: Amazon Order for Postage Stamps

Hi Joany,

The reason for purchasing stamps is because we were allocated funds this year for mailing orientation postcards, but due to the timing of orientations, some of the orientation postcards will not be mailed until after the purchasing deadline for this year. Under normal situations, we would use the campus-based postage process, however in this case, the issue is funding - thus the reason for purchasing physical forever stamps since I am not aware of a process where we can "bank" postage with our campus-based process for the next fiscal year.

This is a one-time request. If this is denied, we may not have funds for next year for postage unless the project is approved again.

Let me know if there is anything else I can answer.

Molly Senecal, Ed.D. | Interim Dean of Student Success, Title IX Officer
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
p. 916.608.6688 | SenecaM@flc.losrios.edu | www.flc.losrios.edu
Pronouns: She/Her/Hers

Together we stand in solidarity with our Black community, our students, staff, and faculty at FLC, to fight against systemic inequity, injustice, and racism.

From: Harman, Joany <harmanj@flc.losrios.edu>
Sent: Tuesday, April 27, 2021 7:56 AM
To: Kravchuk, Alina <KravchA@flc.losrios.edu>; Ortiz-Mercado, Sonia <Ortiz-S@flc.losrios.edu>; Humphreys-Jaski, Tony <Tony.Humphreys@flc.losrios.edu>; Senecal, Molly <SenecaM@flc.losrios.edu>
Cc: Taylor, Jennifer <TaylorJ@flc.losrios.edu>; Chavez, Augustine <ChavezA@flc.losrios.edu>
Subject: RE: Amazon Order for Postage Stamps

All,
District Purchasing is questioning this order, please see attached.

Thank you,


Joany Harman | Business Services Supervisor
Folsom Lake College | Los Rios Community College District
10 College Parkway | Folsom, CA 95630
p. 916.608-6622 | harmanj@flc.losrios.edu

From: Kravchuk, Alina <KravchA@flc.losrios.edu>
Sent: Tuesday, April 27, 2021 7:11 AM
To: Chavez, Augustine <ChavezA@flc.losrios.edu>
Cc: Ortiz-Mercado, Sonia <Ortiz-S@flc.losrios.edu>; Harman, Joany <harmanj@flc.losrios.edu>; Humphreys-Jaski, Tony <Tony.Humphreys@flc.losrios.edu>; Senecal, Molly <SenecaM@flc.losrios.edu>
Subject: RE: Amazon Order for Postage Stamps

Hello Everyone,

I have looped Tony & Molly on this email.
These stamps were for the Orientation Department.

Thank you,
Alina

 **Alina Kravchuk** | Administrative Assistant to Kellie Butler, Dean of Student Services & Molly Senecal,
Interim Dean of Student Success
Folsom Lake College | (916) 608-6769 | KravchA@flc.losrios.edu

From: Chavez, Augustine <ChavezA@flc.losrios.edu>
Sent: Monday, April 26, 2021 10:10 PM
To: Kravchuk, Alina <KravchA@flc.losrios.edu>

Cc: Ortiz-Mercado, Sonia <Ortiz-S@flc.losrios.edu>; Harman, Joany <harmanj@flc.losrios.edu>

Subject: FW: Amazon Order for Postage Stamps

Hi Alina,

What will these stamps be used for?

-Augustine

From: Harman, Joany <harmanj@flc.losrios.edu>

Sent: Monday, April 26, 2021 9:32 AM

To: Chavez, Augustine <ChavezA@flc.losrios.edu>

Subject: Amazon Order for Postage Stamps

Hi Augustine,

I noticed the OLR to Amazon for postage stamps was approved. I am not sure why this project could not run through our mailroom or if that was even explored. If this order is pulled in an audit, someone will need to provide assurance to the auditors that the stamps were used for school purposes, especially since it is being charged to a categorical. This purchase does not have necessary controls built in.

Thank you,

Joany Harman | Business Services Supervisor

Folsom Lake College | Los Rios Community College District

10 College Parkway | Folsom, CA 95630

p. 916.608-6622 | harmanj@flc.losrios.edu

From: Amazon Business <no-reply@amazon.com>

Sent: Friday, April 23, 2021 12:15 PM

To: Harman, Joany <harmanj@flc.losrios.edu>

Subject: Order Approval Required

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Approval required

Folsom Lake College - Business Services:

Alina Kravchuk submitted an order requisition on April 23, 2021 for FLC (LOS RIOS CCD). Order details are below.

Approve or reject this order

Approve or reject this

Order Summary

Order Number	112-5008785-8429857
Placed by	Alina Kravchuk on April 23, 2021
Deliver to	TONY HUMPHREYS HARRIS CENTER FOR THE ARTS 10 COLLEGE PKWY FOLSOM, CA 95630-6798, US
Items in Order	1
Total	\$3,493.00

Items in Order

[Coral Reefs Postcard Coil of 100 First Class Forever Postcard Postage Stamps Sea \(100 Stamps\)](#)
\$49.90 | Qty: 70

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