



**PURCHASE ORDER # CBF-**

VENDOR:

PO Date:

Date Required:

Ordered By:

Requisition #

SHIP TO: FOLSOM LAKE COLLEGE RECEIVING  
10 COLLEGE PARKWAY  
FOLSOM, CA 95630

BILL TO: FOLSOM LAKE COLLEGE  
ATTN: BUSINESS SERVICES  
10 COLLEGE PARKWAY  
FOLSOM, CA 95630

email invoice to: visentd@flc.losrios.edu

Payment Terms: NET 30

Line #	Item/Description	QTY	UOM	PO Price	Extended Amount
	Shipping/Handling (taxable)				

INSTRUCTIONS:

**PLEASE BE ADVISED THAT FOLSOM LAKE COLLEGE  
RECEIVING HOURS ARE CURRENTLY TUESDAY &  
THURSDAY 10:00AM - 1:00PM UNTIL FURTHER NOTICE**

State Tax %	<input type="text"/>	Subtotal
		State Tax
		Shipping
		<b>Total PO Amount</b>

All shipments, invoices, and correspondence MUST be identified with purchase order number  
Direct all deliveries and delivery documents to SHIP TO address  
Direct all correspondence and invoices to the BILL TO address  
NO PAYMENT will be made without an invoice

\_\_\_\_\_  
Authorized Signature Date

**LOS RIOS COMMUNITY COLLEGE DISTRICT**  
American River College • Cosumnes River College • Folsom Lake College • Sacramento City College  
**PURCHASE ORDER TERMS AND CONDITIONS**

1. **APPLICABLE LAW:** The contract resulting from this order shall be governed by the laws of the State of California.
2. **COMPLETION OF ORDERS:** LRCCD reserves the right to withhold payment until order is completed.
3. **DISCOUNTS:** Please show cash payment discount offered on your invoice in connection with any discount offered, time will be computed from date of delivery of the supplies or equipment, or from date correct invoices are received in the office specified by LRCCD if the latter date is later than the date of delivery. Payment is deemed to be made for the purpose of earning discount, on the date payment is mailed or on behalf of LRCCD.
4. **INVOICES:** Invoices shall be prepared and submitted in duplicate unless otherwise specified. Invoices shall contain Purchase order number, date, description of items, sizes and quantities, unit prices, extended totals, place and date of delivery. Invoices or vouchers not on printed bill heads shall be signed by the CONTRACTOR or person furnishing the supplies or services. Every invoice shall be properly itemized. If LRCCD has not received billing for product or services within a one year period LRCCD will not be held responsible for satisfying the debt.
5. **CHANGES:** No change or modification in terms, quantities, or specifications may be made without express authorization in writing from the LRCCD Purchasing Office and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. If unit cost of any item exceeds the amount shown by 10% or \$250.00 whichever is less do not ship. Contact LRCCD Purchasing at the phone number provided.
6. **BILL OF LADING:** If Bill of Lading is applicable to this order, send originals to "Ship to" address and duplicate Bill of Lading with invoices to "Bill to" address. All correspondence, invoices, bills of lading, shipping memos, packages, etc., must show purchase order number. If factory shipment, advise factory to comply.
7. **TRANSPORTATION CHARGES:** Invoices for prepaid transportation charges must be supported by original receipted expense bills.
8. **FOB POINT AND FREIGHT CHARGES:** Unless otherwise specified on this order, all items shall be delivered FOB Destination. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose will be paid by LRCCD unless expressly included and itemized in the order. Unless otherwise shown, on "FOB Shipping Point" transactions, CONTRACTOR shall arrange for lowest cost transportation, prepay and add freight to invoice and furnish supporting freight bills if the amount exceeds \$50.00. On "FOB Shipping Point" transactions, should any shipments under this purchase order be received by LRCCD in a damaged condition and any related freight loss and damage claims filed against the carrier or carriers be wholly or partially declined with the inference that damage was the result of the act of the shipper such as inadequate packaging or loading or some inherent defect in the equipment and/or material, CONTRACTOR on request of LRCCD shall at CONTRACTOR's own expense assist LRCCD in establishing carrier liability by supplying evidence that the equipment and/or materials was properly constructed, manufactured, packaged, and secured to withstand normal transportation conditions. Shipments that are California intrastate in nature and where freight is to be borne by LRCCD shall be tendered to carriers with written instructions that rate and charges may not exceed the lowest lawful rates on file with the California Public Utilities Commission.
9. **PATENT INDEMNITY:** The CONTRACTOR shall hold LRCCD, its officers, agents and employees harmless from alleged liability of any nature or kind, including costs and attorney fees and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
10. **TAXES:** Certain articles sold to LRCCD are exempt from certain Federal excise taxes. LRCCD will reimburse the CONTRACTOR for, or pay directly, all California State and local sales and use taxes applicable to this purchase.
11. **EQUAL OPPORTUNITY EMPLOYER:** The acceptance of this purchase order by a supplier of goods and services is a certification that such supplier complies with all provisions of executive order 11246 and is an equal opportunity employer.
12. **GENERAL SAFETY ORDERS:** All materials, supplies and services sold to LRCCD shall conform to the general safety orders of the State of California. All materials, except as otherwise specified, must be new and of the best quality of their respective kinds.
13. **INDEMNIFICATION:** CONTRACTOR shall indemnify, defend and hold harmless LRCCD, its trustees, officers, agents, employees and volunteers, from any and all claims, demands, suits, causes of action, damages, penalties, breaches of this agreement, infringement of patent rights, costs, expenses, violations of employee occupational health and safety laws, attorney fees, losses or liability, property damage, personal injuries to or death of persons, arising out of, alleged to have arisen out of, or relating in any way to CONTRACTOR's work to be performed under this agreement, except if caused solely by the negligence of LRCCD.
14. **TERMINATION:** LRCCD may terminate this agreement and be relieved of the payment of any consideration to CONTRACTOR should CONTRACTOR fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination LRCCD may proceed with the work in any manner deemed proper by LRCCD. The cost to LRCCD shall be deducted from any sum due the CONTRACTOR under this agreement and the balance if any, shall be paid the CONTRACTOR upon demand.
15. **ASSIGNMENT:** Without the written consent of LRCCD, this agreement is not assignable by CONTRACTOR either in whole or in part.
16. **PUBLIC WORKS PROJECTS:** CONTRACTOR must comply with Public Contract Code.
17. **CA LABOR CODE:** Pursuant to Section 1700, and following, the CONTRACTOR shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are on file at the Business Office of the Los Rios Community College District, 1919 Spanos Court, Sacramento, CA 95825. Those copies shall be made available to any interested party upon request. The CONTRACTOR shall forfeit, as penalty to the LRCCD, Fifty Dollars (\$50.00) for each calendar day or portion thereof, for each workman paid less than the stipulated prevailing rates for any work done under the contract by him/her or by any subcontractor under him, in violation of the provisions of such Labor Code.
18. **NOTICE:** Your employees may be exposed to hazardous substances during the course of their work while on LRCCD property. For additional information on the hazardous substances that your employees may be exposed to contact the LRCCD General Services Department at (916) 568-3048.
19. **INSURANCE:** CONTRACTOR shall, at all times, maintain in full force and effect the following insurance: Workers' Compensation, Commercial General Liability, Auto Liability, and Professional Liability if licensed professional. Policy limits for each shall be at least \$1,000,000 AND \$3,000,000 AGGREGATE for bodily injury, personal injury and property damage. Any combination of General Liability and Excess Coverage can be combined to meet the Aggregate. LRCCD shall be named as an additional insured on CONTRACTOR's policies. The CONTRACTOR shall provide a certificate of insurance and required endorsements to comply with this section at least 15 days prior to commencement of work under this contract. The certificate shall state that LRCCD will be given 30 days notice of any material change or cancellation in coverage.
20. **DISQUALIFIED EMPLOYEES:** CONTRACTOR shall ensure that persons who perform services on LRCCD property have not been convicted of any felony, or any controlled substance offense or any sex offense as those terms are defined by Education Code section 87008-87010. If LRCCD determines that any person employed by CONTRACTOR to work on LRCCD property is incompetent, unfaithful, intemperate, disorderly, abusive or is otherwise unsatisfactory, CONTRACTOR shall cause that employee to be removed from working on LRCCD property immediately, and that person shall not be employed again on LRCCD property.
21. **WORK AUTHORIZATION:** Prior to LRCCD's acceptance of this Agreement, CONTRACTORS who are not U.S. citizens must provide verification of (a) work authorization status from the appropriate U.S. Department of State; (b) a copy of their U.S. visa; (c) the number of days present in the U.S.; and (d) tax treaty status. LRCCD shall not make any payments to CONTRACTOR unless CONTRACTOR holds the appropriate U.S. visa. CONTRACTOR is responsible for ensuring they are in possession of the appropriate visa.
22. **WARRANTY:** CONTRACTOR expressly warrants that all materials, goods, equipment, services, and/or labor shall conform to the requirements set forth or incorporated into this order and any applicable industry standards or requirements, shall be merchantable and free from defects in workmanship, materials and/or design (including latent defects), and shall perform as specified. CONTRACTOR further warrants that all materials, goods, equipment, services, and/or labor will be fit and sufficient for the particular purposes intended by LRCCD. Unless agreed upon otherwise between LRCCD and CONTRACTOR, the warranty period shall be the longer of: (a) any express warranty included in this service agreement; (b) one year after the materials, goods, equipment, services, and/or labor are accepted by LRCCD; or (c) any warranty period provided under any applicable California law.

  
**FOLSOM LAKE COLLEGE**  
 EL DORADO CENTER | RANCHO CORDOVA CENTER

**CHECK ONE**

- ASG(71,72)
- College Act. Trust(81)
- Foundation(83)
- IR(13,14)
- Harris Ctr(55)

## CAMPUS-BASED REQUISITION

8/31/20

DATE 8/31/20  
 VENDOR BSN Sports REQ. # CBF C21025  
 ADDRESS P.O. Box 660176 PO REQUIRED(circle one) YES  NO   
 CITY Dallas P.O. # CBF \_\_\_\_\_  
 STATE TX ZIP 75266-0176 DATE REQUIRED 9/7/20

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	NKCI6435 W LS SIDLELINE TOP PURP/WHT MED	3	EA	34.00	102.00
2	NKCJ1816 WMN CROP MESH PANT BLK/PURP MED	18	EA	39.00	702.00
3	NKCJ1816 WMN CROP MESH PANT BLK/PURP LRG	5	EA	39.00	195.00
4	NKCJ1816 WMN CROP MESH PANT BLK/PURP SML	7	EA	39.99	273.00
5	NKCI6432 W MWT SIDELINE JKT BLK/WHT MED	3	EA	95.00	285.00
6	LETTERWOE HEAT PRESS LC	3	EA	0.00	0.00
7	LETTERWOE SCREEN PRINT RIGHT HIP	30	EA	0.00	0.00
8	LETTERWOE EMBROIDERY LC	3	EA	0.00	0.00
9					
10	VID 1562				

**Check Distribution**

Call Student, Hold for pick up # \_\_\_\_\_  
 Call \_\_\_\_\_, Hold for pick up # \_\_\_\_\_  
 Forward to \_\_\_\_\_  
 Inter-Campus mail to \_\_\_\_\_  
 USPS mail  
 Other \_\_\_\_\_

Sub-Total	1,557.00
Sales Tax	120.68
Freight	77.85
<b>TOTAL</b>	<b>1,755.53</b>

W Volleyball Fundraising **BANFL** / **5890** / **81** / **FL.VI.KINE** / **00000** / **53220** / **400F** / **1,755.53**  
 Account Name      Bus Unit      Account      Fund      Department      Program      Class      Project      Amount  
 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \$ \_\_\_\_\_  
 Account Name      Bus Unit      Account      Fund      Department      Program      Class      Project      Amount

AUTHORIZED Jeanne Croff 8/31/20  
                          Club Officer/Requestor  
 APPROVED Matt Wright 8/31/20  
                          Faculty Advisor/Administrator

Business Services Use Only

Budget Checked D Vendor ID \_\_\_\_\_  
 Voucher # C21025 Date 9/2/20  
 Warrant # \_\_\_\_\_ Date \_\_\_\_\_



# Statement

Remit Payment to:

BSN SPORTS, LLC  
 PO Box 660176  
 Dallas, TX 75266-0176

Date: 08/31/2020

Customer Number: 1946022

Contact Us:

Your Account Rep: Decelle O#Hara-Butler

Phone: 800-227-7404 Ext:


Fax: 972-884-7270

E-mail: dbutler@bsnsports.com



Payer: FOLSOM LAKE COLLEGE  
 10 COLLEGE PKWY  
 FOLSOM CA 95630

DBA	Sales Order Number	Invoice Number	Invoice Date	Days Past Due	Cust PO #	Sport Type	Billed Amount	Payment or Credit Applied	Open Balance Due	Interest Applied to Past Due
BN	301585163	909549219	08/01/2020	0	Nike Authentics	Volleyball - Girls	1,755.53	0.00	1,755.53	


 **Enjoy the Benefits of Online Access!**

Go Paperless! It's Convenient and Secure!

Through our new online portal, it is now easier than ever for you to start enjoying hassle-free online access to your account.

- View Invoices and Statements
- Check the Status of Your Account
- Online Bill Pay
- Receive Notifications when New Invoices and Statements Post to Your Account

To enroll online, simply go to [www.BSNBilling.com](http://www.BSNBilling.com) to register.

 Please include your remittance details with payment.

Do not send notes, letters or purchase orders with payment. We cannot guarantee receipt.

Send notes, letters and purchase orders to: BSN SPORTS, LLC, P.O. Box 7726, Dallas, TX 75209.

Current	* 1-30 days Past Due	* 31-60 days Past Due	* 61-90 days Past Due	* Over 90 days Past Due	Total Billed	Payment or Credit Applied	Open Balance Due	Balance Incl. Interest
\$1,755.53	\$0.00	\$0.00	\$0.00	\$0.00	\$1,755.53	\$0.00	\$1,755.53	\$1,755.53

**Family of DBA's**

BN -BSN SPORTS

BSN SPORTS, LLC Terms and Conditions apply to all of your orders with us and our affiliates. At any time, these terms and conditions can be found at [www.bsnsports.com/terms](http://www.bsnsports.com/terms)  
 Past due balances are subject to a finance charge of 1.5% per month or the highest rate permitted by applicable law, whichever is lower.

BSN SPORTS, LLC accepts payments by check, credit card, ACH or wire.

**WE APPRECIATE YOUR BUSINESS**

Statement Remittance

Statement Date: 08/31/2020

Customer Number 1946022



**BSN SPORTS™**  
DBA USGAMES

*Remit Payment to:*  
BSN SPORTS, LLC  
PO Box 660176  
Dallas, TX 75266-0176

Amount Due \$1,755.53

Amount Paid \_\_\_\_\_

==

---

To minimize processing delays, please include invoice numbers



**Invoice Number**

**909549219**

**Due Date: 08/31/2020**

**Contact Us:**  
**1-800-227-7404**  
**www.bsnsports.com**

*Make check payable to:*  
**BSN SPORTS LLC**  
**P.O. Box 660176**  
**Dallas, TX 75266-0176**

**PO Number: Nike Authentics VB C**

Order Number: 301585163  
 Terms: NT30  
 Invoice Date: 08/01/2020

**Customer #:** 1946022  
**Bill To:** FOLSOM LAKE COLLEGE  
 Mary Swanson  
 Attn: Molly Hanrahan  
 10 COLLEGE PKWY  
 FOLSOM CA 95630

**Ship To:** FOLSOM LAKE COLLEGE  
 Mary Swanson  
 Attn: Molly Hanrahan  
 10 COLLEGE PKWY  
 FOLSOM CA 95630



Item Number	Item Description	Material	Color/Team/Size	Qty/ UOM	Unit Price	Extended Price
NKCI6435	W LS SIDELINE TOP PURP/WHT MED	NKCI6435548MEDDS	548 - PURP/WHT MED	3 EA	34.00	102.00
NKCJ1816	WMN CROP MESH PANT BLK/PURP MED	NKCJ1816021MEDDS	021 - BLK/PURP MED	18 EA	39.00	702.00
NKCJ1816	WMN CROP MESH PANT BLK/PURP LRG	NKCJ1816021LRGDS	021 - BLK/PURP LRG	5 EA	39.00	195.00
NKCJ1816	WMN CROP MESH PANT BLK/PURP SML	NKCJ1816021SMLDS	021 - BLK/PURP SML	7 EA	39.00	273.00
NKCI6432	W MWT SIDELINE JKT BLK/WHT MED	NKCI6432015MEDDS	015 - BLK/WHT - MED	3 EA	95.00	285.00
LETTERWOE	Heat Press LC	LETTERWOE		3 EA	0.00	0.00
LETTERWOE	Screen Print Right Hip	LETTERWOE		30 EA	0.00	0.00
LETTERWOE	Embroidery LC	LETTERWOE		3 EA	0.00	0.00

**Thank you for your order. This invoice completes your purchase order.**

For realtime order status and tracking information go to [www.bsnsports.com](http://www.bsnsports.com)

**IMPORTANT NOTE ABOUT OUR INVOICES**

We know smooth processing of our invoice is important to you. If you have any questions about this invoice, please call your Accounts Receivable Service Representative (800-227-7404). We will be happy to answer your questions. Please remember to include our invoice number on your payment remittance so we can properly apply your payment to your account. Enjoy the benefits of online access. To enroll online or pay as a guest, go to [www.BSNBilling.com](http://www.BSNBilling.com).

Thank you for your business.

**To better service your account, please include invoice numbers on your remittance**

**Invoice # 909549219**  
**Due Date: 08/31/2020**

**Customer #:1946022**

Merchandise Sub Total	Other	Freight	Sales Tax	Invoice Total	Payment/Credit Applied	Total Invoice Amount Due
\$1,557.00	\$0.00	\$77.85	\$120.68	\$1,755.53	\$0.00	\$1,755.53

BSN SPORTS Terms and Conditions apply to all of your orders with us and our affiliates. At any time, these terms and conditions can be found at [www.bsnsports.com/terms](http://www.bsnsports.com/terms)

**Past due balances are subject to a finance charge of 1.5% per month or the highest rate permitted by applicable law, whichever is lower.**

BSN SPORTS accepts payments by check, credit card, ACH or wire.

If you need a copy of an invoice, please call 1-800-227-7404.



**Invoice Number**

**909549219**

Due Date: 2020/08/31

Contact Us:  
1-800-227-7404  
www.bsnsports.com

Make check payable to:  
**BSN SPORTS LLC**  
P.O. Box 660176  
Dallas, TX 75266-0176

**PO Number: Nike Authentics VB C**

Order Number: 301585163  
Terms: NT30  
Invoice Date: 2020/08/01

Customer #: 1946022  
**Bill To:** FOLSOM LAKE COLLEGE  
Mary Swanson  
Attn: Molly Hanrahan  
10 COLLEGE PKWY  
FOLSOM CA 95630

**Ship To:** FOLSOM LAKE COLLEGE  
Mary Swanson  
Attn: Molly Hanrahan  
10 COLLEGE PKWY  
FOLSOM CA 95630



Item Number	Item Description	Material	Color/Team/Size	Qty/ UOM	Unit Price	Extended Price
NKCI6435	W LS SIDELINE TOP PURP/WHT MED	NKCI6435548MEDDS	548 - PURP/WHT MED	3 EA	34.00	102.00
NKCJ1816	WMN CROP MESH PANT BLK/PURP MED	NKCJ1816021MEDDS	021 - BLK/PURP MED	18 EA	39.00	702.00
NKCJ1816	WMN CROP MESH PANT BLK/PURP LRG	NKCJ1816021LRGDS	021 - BLK/PURP LRG	5 EA	39.00	195.00
NKCJ1816	WMN CROP MESH PANT BLK/PURP SML	NKCJ1816021SMLDS	021 - BLK/PURP SML	7 EA	39.00	273.00
NKCI6432	W MWT SIDELINE JKT BLK/WHT MED	NKCI6432015MEDDS	015 - BLK/WHT - MED	3 EA	95.00	285.00
LETTERWOE	Heat Press LC	LETTERWOE		3 EA	0.00	0.00
LETTERWOE	Screen Print Right Hip	LETTERWOE		30 EA	0.00	0.00
LETTERWOE	Embroidery LC	LETTERWOE		3 EA	0.00	0.00

**Thank you for your order. This invoice completes your purchase order.**

For realtime order status and tracking information go to [www.bsnsports.com](http://www.bsnsports.com)

**IMPORTANT NOTE ABOUT OUR INVOICES**

We know smooth processing of our invoice is important to you. If you have any questions about this invoice, please call your Accounts Receivable Service Representative (800-227-7404). We will be happy to answer your questions. Please remember to include our invoice number on your payment remittance so we can properly apply your payment to your account. Enjoy the benefits of online access. To enroll online or pay as a guest, go to [www.BSNBilling.com](http://www.BSNBilling.com).

Thank you for your business.

**To better service your account, please include invoice numbers on your remittance**

Invoice # **909549219**  
Due Date: **2020/08/31**

Customer #: **1946022**

Merchandise Sub Total	Other	Freight	Sales Tax	Invoice Total	Payment/Credit Applied	Total Invoice Amount Due
\$1,557.00	\$0.00	\$77.85	\$120.68	\$1,755.53	\$0.00	\$1,755.53

BSN SPORTS Terms and Conditions apply to all of your orders with us and our affiliates. At any time, these terms and conditions can be found at [www.bsnsports.com/terms](http://www.bsnsports.com/terms)

Past due balances are subject to a finance charge of 1.5% per month or the highest rate permitted by applicable law, whichever is lower.

BSN SPORTS accepts payments by check, credit card, ACH or wire.

If you need a copy of an invoice, please call 1-800-227-7404.

**From:** [Hanrahan, Molly](#)  
**To:** [Croff, Jeanne](#); [Taylor, Jennifer](#); [Ndiaye, Ababacar](#)  
**Cc:** [Thiessen, Levi](#); [Harman, Joany](#); [Wright, Matt](#); [Visentin, Deana](#)  
**Subject:** Re: Attached Image. BSN order#301585163  
**Date:** Thursday, August 27, 2020 2:53:00 PM

---

Hi Jeanne,

Like I told you before, these are to be from the volleyball fundraising and were not supposed to be ordered/completed until July. There seems to be some confusion with BSN, as my original rep left the company and Josh took over. He claims he was unaware, but I had met with him and his supervisor and let them both know that a PO could not be issued until July and to not complete or send anything until they had a PO. I was made aware AFTER these items shipped to FLC that they were shipped.

Sorry, again, for the miscommunication and improper manner in which this all took place. I truly did not think that this was being delivered and completed until I sent a PO to the vendor.

Molly P. Hanrahan  
Women's Volleyball Head Coach - Adjunct Faculty Physical Education  
Folsom Lake College - 10 College Parkway - Folsom, CA 95630  
[HanrahM@flc.losrios.edu](mailto:HanrahM@flc.losrios.edu)  
Cell: (916) 955-2309  
Facebook: @FLCWomensVolleyball / Instagram: @folsom\_lake-volleyball

Sent from my Verizon, Samsung Galaxy smartphone

---

**From:** Croff, Jeanne <[CroffJ@flc.losrios.edu](mailto:CroffJ@flc.losrios.edu)>  
**Sent:** Thursday, August 27, 2020, 1:36 PM  
**To:** Taylor, Jennifer; Ndiaye, Ababacar  
**Cc:** Thiessen, Levi; Hanrahan, Molly; Harman, Joany; Wright, Matt; Visentin, Deana  
**Subject:** RE: Attached Image. BSN order#301585163

Molly,  
What funds are you using to pay for these items?

*Jeanne Croff*

Folsom Lake College, Administrative Assistant-Kinesiology/Health/Athletics/Nutrition  
10 College Parkway, Folsom, CA (916) 608-6687

---

**From:** Taylor, Jennifer <[TaylorJ@flc.losrios.edu](mailto:TaylorJ@flc.losrios.edu)>  
**Sent:** Thursday, August 27, 2020 1:32 PM  
**To:** Ndiaye, Ababacar <[NdiayeA@flc.losrios.edu](mailto:NdiayeA@flc.losrios.edu)>; Croff, Jeanne <[CroffJ@flc.losrios.edu](mailto:CroffJ@flc.losrios.edu)>  
**Cc:** Thiessen, Levi <[ThiessL@flc.losrios.edu](mailto:ThiessL@flc.losrios.edu)>; Hanrahan, Molly <[HanrahM@flc.losrios.edu](mailto:HanrahM@flc.losrios.edu)>; Harman, Joany <[harmanj@flc.losrios.edu](mailto:harmanj@flc.losrios.edu)>; Wright, Matt <[WrightM@flc.losrios.edu](mailto:WrightM@flc.losrios.edu)>; Visentin, Deana <[VisentD@flc.losrios.edu](mailto:VisentD@flc.losrios.edu)>



**Subject:** RE: Attached Image. BSN order#301585163

Jeanne & Molly,

The order that Baba received does not have a purchase order number.

Is this a personal purchase or is it an **unauthorized purchase**?

It does have on package ATTN: Mary Swanson, so is this a campus base purchase?

Please let me know ASAP.

We need to know before Baba can deliver the items.

---

**From:** Ndiaye, Ababacar <[NdiayeA@flc.losrios.edu](mailto:NdiayeA@flc.losrios.edu)>

**Sent:** Thursday, August 27, 2020 1:12 PM

**To:** Croff, Jeanne <[CroffJ@flc.losrios.edu](mailto:CroffJ@flc.losrios.edu)>

**Cc:** Thiessen, Levi <[ThiessL@flc.losrios.edu](mailto:ThiessL@flc.losrios.edu)>; Taylor, Jennifer <[TaylorJ@flc.losrios.edu](mailto:TaylorJ@flc.losrios.edu)>; Hanrahan, Molly <[HanrahM@flc.losrios.edu](mailto:HanrahM@flc.losrios.edu)>

**Subject:** RE: Attached Image. BSN order#301585163

Hey Jeanne,

I know Molly's office location. I will drop them there.

Thanks,

Baba

---

**From:** Croff, Jeanne <[CroffJ@flc.losrios.edu](mailto:CroffJ@flc.losrios.edu)>

**Sent:** Thursday, August 27, 2020 1:08 PM

**To:** Ndiaye, Ababacar <[NdiayeA@flc.losrios.edu](mailto:NdiayeA@flc.losrios.edu)>

**Cc:** Thiessen, Levi <[ThiessL@flc.losrios.edu](mailto:ThiessL@flc.losrios.edu)>; Taylor, Jennifer <[TaylorJ@flc.losrios.edu](mailto:TaylorJ@flc.losrios.edu)>; Hanrahan, Molly <[HanrahM@flc.losrios.edu](mailto:HanrahM@flc.losrios.edu)>

**Subject:** RE: Attached Image. BSN order#301585163

Molly,

What is your office number? Those items need to go to you.

*Jeanne Croff*

Folsom Lake College, Administrative Assistant-Kinesiology/Health/Athletics/Nutrition

10 College Parkway, Folsom, CA (916) 608-6687

---

**From:** Ndiaye, Ababacar <[NdiayeA@flc.losrios.edu](mailto:NdiayeA@flc.losrios.edu)>

**Sent:** Thursday, August 27, 2020 1:00 PM

**To:** Croff, Jeanne <[CroffJ@flc.losrios.edu](mailto:CroffJ@flc.losrios.edu)>

**Cc:** Thiessen, Levi <[ThiessL@flc.losrios.edu](mailto:ThiessL@flc.losrios.edu)>; Taylor, Jennifer <[TaylorJ@flc.losrios.edu](mailto:TaylorJ@flc.losrios.edu)>; Hanrahan, Molly <[HanrahM@flc.losrios.edu](mailto:HanrahM@flc.losrios.edu)>

**Subject:** FW: Attached Image. BSN order#301585163

Hi Jeanne,

I have checked the packages that I received from the BSN order#301585163. There was 3 boxes, all the items have been checked.

I will deliver the boxes to your office. If you have any question please let me know.

Thank you,

Baba

**From:** Suite 9 Copier <[fic-print@fic.losrios.edu](mailto:fic-print@fic.losrios.edu)>

**Sent:** Thursday, August 27, 2020 12:47 PM

**To:** Ndiaye, Ababacar <[NdiayeA@fic.losrios.edu](mailto:NdiayeA@fic.losrios.edu)>

**Subject:** Attached Image

**From:** [Harman, Joany](#)  
**To:** [Visentin, Deana](#); [Taylor, Jennifer](#)  
**Subject:** RE: BSN Account #1946022 Invoice 909549219  
**Date:** Monday, August 31, 2020 3:49:09 PM  
**Attachments:** [image001.png](#)

---

Hi Dee,

I think in this instance we can save all of this backup with the file and not require anything further. I know that Jen has had conversations with Baba and Missy regarding whether or not the order was received.

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](mailto:harmanj@flc.losrios.edu)

---

**From:** Visentin, Deana <[VisentD@flc.losrios.edu](mailto:VisentD@flc.losrios.edu)>  
**Sent:** Monday, August 31, 2020 3:44 PM  
**To:** Harman, Joany <[harmanj@flc.losrios.edu](mailto:harmanj@flc.losrios.edu)>; Taylor, Jennifer <[TaylorJ@flc.losrios.edu](mailto:TaylorJ@flc.losrios.edu)>  
**Subject:** RE: BSN Account #1946022 Invoice 909549219

Hi Joany,

I believe the attached CBF is for the mystery BSN invoice. Do I need a memo from PE since this was an unauthorized purchase? I attached an email from Molly re what happened.

Thanks.

Dee

---

**From:** Harman, Joany <[harmanj@flc.losrios.edu](mailto:harmanj@flc.losrios.edu)>  
**Sent:** Wednesday, August 19, 2020 8:21 AM  
**To:** Visentin, Deana <[VisentD@flc.losrios.edu](mailto:VisentD@flc.losrios.edu)>; Taylor, Jennifer <[TaylorJ@flc.losrios.edu](mailto:TaylorJ@flc.losrios.edu)>  
**Subject:** RE: BSN Account #1946022 Invoice 909549219

Did either of you ever figure out anything with this invoice?

---

**From:** Harman, Joany  
**Sent:** Monday, August 3, 2020 8:28 AM  
**To:** Visentin, Deana <[VisentD@flc.losrios.edu](mailto:VisentD@flc.losrios.edu)>  
**Cc:** Taylor, Jennifer <[TaylorJ@flc.losrios.edu](mailto:TaylorJ@flc.losrios.edu)>  
**Subject:** BSN Account #1946022 Invoice 909549219

Good Morning. Please see attached invoice from BSN and email below. There does not appear to be an open PO for this order. I am assuming it is campus-based because it has

Mary's name on the bill to, however I do not see an open PO on CBF or GENFD side. If you do not have an open PO, please contact the department to find out what is going on. Let them know (or I can do it) that we will request that all orders without a valid PO number be returned to the vendor, as they are unauthorized purchases. We can talk more about this at our meeting today. I hope someone has something that I am just not seeing. I spent countless hours in the spring trying to get Eastbay and BSN accounts figured out as there was a bunch of activity without correct PO numbers, exchanges, etc. We also need to contact the vendor and have them take Mary's name off and just address to Business Services.

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](mailto:harmanj@flc.losrios.edu)

---

**From:** [awalker@bsnsports.com](mailto:awalker@bsnsports.com) <[awalker@bsnsports.com](mailto:awalker@bsnsports.com)>

**Sent:** Saturday, August 1, 2020 7:09 PM

**To:** Taylor, Jennifer <[TaylorJ@flc.losrios.edu](mailto:TaylorJ@flc.losrios.edu)>; Harman, Joany <[harmanj@flc.losrios.edu](mailto:harmanj@flc.losrios.edu)>

**Subject:** A new invoice is available online to view

**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.



08/01/2020

Re: FOLSOM LAKE COLLEGE  
Account # 1946022

Dear Valued Customer:

Thank you for participating in the BSN SPORTS e-Bill program. The following invoices for Account #1946022 are ready to be viewed and paid. Please sign in on [www.BSNbilling.com](http://www.BSNbilling.com) to view details.

<b>Invoice</b>	<b>Invoice</b>	<b>Due Date</b>	<b>PO Number</b>	<b>Sales</b>	<b>Open</b>
----------------	----------------	-----------------	------------------	--------------	-------------

Number	Date			Order	Amount
909549219	08/01/2020	08/31/2020	Nike Authenticity VB	301585163	1,755.53
					<b>1,755.53</b>

If you want us to stop sending this e-Bill notification to your email address, follow these steps:

1. Go to [www.BSNbilling.com](http://www.BSNbilling.com) and sign in.  
After you sign in, the open bills screen appears.
2. Select Paperless Option Tab.
3. Select the Add/Edit button.
4. Unselect the checkbox for the **Electronic via email** option.
5. Click **Save Changes**.

Thank you for being a BSN SPORTS customer.

**Please do not reply to this email**

**To contact us about this email**

Please either call at 1-800-227-7404, option 2 or email us at [BSNSPORTSBILLING@BSNSPORTS.COM](mailto:BSNSPORTSBILLING@BSNSPORTS.COM).

**From:** Croff, Jeanne <CroffJ@flc.losrios.edu>  
**Sent:** Wednesday, August 26, 2020 8:21:11 AM  
**To:** Ndiaye, Ababacar <NdiayeA@flc.losrios.edu>; Thiessen, Levi <ThiessL@flc.losrios.edu>  
**Cc:** Hanrahan, Molly <HanrahM@flc.losrios.edu>; Taylor, Jennifer <TaylorJ@flc.losrios.edu>  
**Subject:** BSN Order-Has it been received?

Babba/Levi,

Can you please tell me if the order below was received from BSN? The order was shipped without a PO#. The vendor says it was delivered to FLC in June. It is for W Volleyball. Thank you,  
Jeanne Croff

## FOLSOM LAKE COLLEGE , the following items have shipped.

This notification includes only items that have recently shipped.  
To see the current status of your entire order please [click here](#).

**ORDER NUMBER 301585163**

**SOLD TO**

FOLSOM LAKE COLLEGE  
10 COLLEGE PKWY  
FOLSOM, CA 95630

**SHIP TO**

FOLSOM LAKE COLLEGE  
Mary Swanson  
Attn: Molly Hanrahan  
10 COLLEGE PKWY  
FOLSOM, CA 95630

Purchase Order: Nike Authentics VB Coaches

QTY	ITEM	SHIP DATE	TRACKING
3 EA	W LS SIDELINE TOP PURP/WHT MED NKCI6435548MEDDS	06/05/2020	
18 EA	WMN CROP MESH PANT BLK/PURP MED NKCJ1816021MEDDS	06/05/2020	
5 EA	WMN CROP MESH PANT BLK/PURP LRG NKCJ1816021LRGDS	06/05/2020	
3 EA	W MWT SIDELINE JKT BLK/WHT MED NKCI6432015MEDDS	06/05/2020	
7 EA	WMN CROP MESH PANT BLK/PURP SML NKCJ1816021SMLDS	06/05/2020	

**THANK YOU FOR YOUR ORDER**

5/07/20 At 9:30:35

Whse : DC01



SP7726036

7726036 HTR

WM Wh/Co/Div: RMC 01 01  
BSN SPORTS  
EXIT: 1140 BROADWAY STREET  
DAYTON, TN 37321-1473

Ship To: FOLSOM LAKE COLLEGE  
10 COLLEGE PKWY  
MARY SWANSON  
FOLSOM, CA 95630

Sold To: BSN SPORTS  
P.O. BOX 542527  
DALLAS, TX 75354

PO# : 0301585163000080  
Customer : 002752  
Store# :  
Dept :  
Pkt Nbr : 7726036 20

Order Date : 10/04/19  
Start Date : 5/07/20  
Cancel Date : 6/01/20  
Misc :  
Carrier : R2 FEDEX GROUND

Pkt Ctl# : 7726036  
#of Ctns : 1  
Weight : 1.90  
Wave# : 20200507076

Allocation Rule: 0213434966  
Allocation Rule: 301585163

Customer SKU	Description	Ordered	Shipped	Unit Code
CI6435-548M	W NK DRY TOP LS UV SIDELINE	3	3	EACH

BSCI6435 548 MED HTR

Totals : 3 3

# VAS: HTR

\*\*\* End Of Report \*\*\*

Received  
5/19/20

P A C K I N G S L I P

Whse : DC01



SP7726037

7726037 HTR

Sold To: BSN SPORTS  
P.O. BOX 542527  
DALLAS, TX 75354

PK11R0  
WM  
Wh/Co/Div.:RMC 01 01  
BSN SPORTS  
EXIT:1140 BROADWAY STREET  
DAYTON, TN 37321-1473  
Ship To:FOLSOM LAKE COLLEGE  
10 COLLEGE PKWY  
MARY SWANSON  
FOLSOM, CA 95630

Order Date : 10/04/19  
Start Date : 5/06/20  
Cancel Date : 6/01/20  
Misc :  
Carrier : R2 FEDEX GROUND

Pkt Ctl# : 7726037  
#of Ctns : 1  
Weight : 14.50  
Wave# : 20200507039

PO# : 03015851630000090  
Customer : 002752  
Store# :  
Dept :  
Pkt Nbr : 7726037 20

Allocation Rule: 0219434966  
Allocation Rule: 301585163

SKU	Customer SKU	Description	Ordered	Shipped	Unit Code
BSCJ1816 HTR	CJ1816-021S	W NK ONE CROP MESH PKT-✓	7 ✓	7 ✓	EACH
BSCJ1816 HTR	CJ1816-021M	W NK ONE CROP MESH PKT-✓	18 ✓	18	EACH
BSCJ1816 HTR	CJ1816-021L	W NK ONE CROP MESH PKT-✓	5 ✓	5 ✓	EACH

Totals : 30 30 30

# VAS: HTR

\*\*\* End Of Report \*\*\*



5/07/20 8:23:26 Carton Contents Page: 1  
 RTON#: 00000290050350361963 Wave#: 20200507040  
 1st PO: 0301585163000100 Ord: 7726042 VAS 03  
 1st Dept: RTG: R2 Desc: FEDEX GROUND

Location	SKU	Xref	Qty
1	BSC16432	015 MED CI6432-015M	3 EACH

\* IN Thin Box: for Volley ball:  
 → 3 Light Jackets, (M), Qty # 3  
 item # C16432-015 - blk.  
 NIKE

Carton 1 of 1  
**EMB**

Total Pieces **3**

MAHM/U378/AS/ZTZ140X112/CNTLBL01

FROM:  
 BSN SPORTS  
 EXIT: 1140 BROADWAY STREET  
 DAYTON TN 373211473

Carr: FEDEX Ground  
 PRO#:  
 BOL#:

TO: FOLSOM LAKE COLLEGE  
 10 COLLEGE PKWY  
 MARY SWANSON

FOLSOM CA 95630

(420) SHIP TO POSTAL CODE  
 (420) 95630



PO#: 0301585163000100  
 CUST PO#: NIKE AUTHENTICS  
 Ctl#: 7726042

CARTON 1 OF 1

8783221

(00) Serial Shipping Container

(00) 0 0029805 035036190 3



MAHM/U378/AS/ZTZ140X112/SHLBL133