



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
		Total PO Amount

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.

CHECK ONE

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

CAMPUS-BASED REQUISITION

6/17/20

DATE 6/17/20
 VENDOR Jostens REQ. # CBF S21101
 ADDRESS 21336 Network Place PO REQUIRED(circle one) YES NO
 CITY Chicago P.O. # CBF _____
 STATE IL ZIP 60673-1213 DATE REQUIRED 7/16/20

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	Teal Graduation Tassels with 2020 Silver drop	35	1	2.65	92.75
2	Tax (7.75%)				7.18
3	Shipping				
4					
5					
6					
7					
8					
9					
10					

Check Distribution

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

Sub-Total	92.75
Sales Tax	7.18
Freight	
TOTAL	99.93

Commencement / SCOFL / 4500 / 13 / FL.VS.OFFC / 67100 / 00000 / 010A / 99.93
 Account Name Bus Unit Account Fund Department Program Class Project Amount

_____ / _____ / _____ / _____ / _____ / _____ / _____ / _____ / \$ _____
 Account Name Bus Unit Account Fund Department Program Class Project Amount

AUTHORIZED	Olga Moskalyuk <small>Club Officer/Requestor</small>
APPROVED	Sonia Ortiz-Mercado <small>Faculty Advisor/Administrator</small>

Business Services Use Only	
Budget Checked <u>D</u>	Vendor ID <u>2429</u>
Voucher # _____	Date _____
Warrant # _____	Date _____



INVOICE

Please Pay From This Invoice

Remit to:
 Jostens
 21336 NETWORK PLACE
 CHICAGO IL 60673-1213

Ship To: No: 1344535	Sold To: No: 1344535
KATHY GUZZI, ASST MGR FOLSOM LAKE COLLEGE CTO1669 BOOKSTORE 10 COLLEGE PARKWAY FOLSOM CA 95630	FOLSOM LAKE COLLEGE CTO1669

Invoice Number 7944483	Date 22-JUL-20	Page 1 of 1
Terms 30 NET	Order Number	
Customer P.O. Number		
Date Shipped	Shipped Via	
Shipping Ref Num.		
Due Date 21-AUG-20	FOB	
Sales Agent WILLIAMS REGGIE	Sales ID 7670	

Bill To: No: 1344535
ASST MGR KATHY GUZZI FOLSOM LAKE COLLEGE CTO1669 BOOKSTORE 10 COLLEGE PARKWAY FOLSOM CA 95630

**For Customer Service Call
 1-800-854-7464**

Line No.	Description	Quantity Ordered	To Follow	Quantity Shipped	Unit Price	Extended Price	Total Tax
1	Tassels	35	0	35	2.65	92.75	7.18
2	Shipping	1	0	1	17.50	17.50	1.36

	Total Charges Less Discount +	Total Tax +	Total Deposits -	Please Pay This Amount =
	110.25	8.54	.00	118.79

Please Detach and Return This Portion With Your Payment. Thank You For Your Order.

Customer P.O. Number	Customer Num.	Invoice No.	Invoice Date	Amount	Payment
	1344535	7944483	22-JUL-20	118.79	

Remit to: Jostens
 21336 NETWORK PLACE
 CHICAGO IL 60673-1213

ASST MGR KATHY GUZZI
 FOLSOM LAKE COLLEGE CTO1669
 BOOKSTORE
 10 COLLEGE PARKWAY
 FOLSOM CA 95630

Harman, Joany

From: Ortiz-Mercado, Sonia
Sent: Thursday, June 18, 2020 2:55 PM
To: Moskalyuk, Olga; Harman, Joany
Subject: Re: Jostens Requisition

Approved

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From: Moskalyuk, Olga <MoskalO@flc.losrios.edu>
Sent: Thursday, June 18, 2020 8:43:31 AM
To: Harman, Joany <harmanj@flc.losrios.edu>
Cc: Ortiz-Mercado, Sonia <Ortiz-S@flc.losrios.edu>
Subject: RE: Jostens Requisition

Hi Joany,

Please see attached for additional 35 tassels with the estimated costs.

Thank you,
Olga

From: Harman, Joany <harmanj@flc.losrios.edu>
Sent: Thursday, June 18, 2020 8:23 AM
To: Moskalyuk, Olga <MoskalO@flc.losrios.edu>
Subject: RE: Jostens Requisition

Olga,
Thanks. Am I understanding that there will be another invoice for an additional 35 tassels? If so, please send that requisition right away, even if you do not have the exact costs.
Also, please have Sonia forward the information to me with "approved" in the email text. This is how we are capturing approvals in lieu of signatures.
Thanks,
Joany

From: Moskalyuk, Olga <MoskalO@flc.losrios.edu>
Sent: Thursday, June 18, 2020 8:08 AM
To: Harman, Joany <harmanj@flc.losrios.edu>
Subject: FW: Jostens Requisition

Hello Joany,

Attached is Jostens CBF, it has been approved by Sonia. Please let me know if you need any additional info.

I am sorry I have not given you heads up about this earlier. Thank you for all of your help!

Olga

From: Moskalyuk, Olga
Sent: Thursday, June 18, 2020 8:04 AM
To: Ortiz-Mercado, Sonia <Ortiz-S@flc.losrios.edu>
Subject: FW: Jostens Requisition

Hello Sonia,

If this is approved, I want to send it to BSO asap. Joany asked to send this as soon as its ready.

Thank you,
Olga

From: Moskalyuk, Olga
Sent: Wednesday, June 17, 2020 4:53 PM
To: Ortiz-Mercado, Sonia <Ortiz-S@flc.losrios.edu>
Subject: Jostens Requisition

Hi Sonia,

Here's Jostens Campus Based Requisition ready for processing and needs your approval. If its approved, I will forward it to Joany for processing.

I guess they charged us for expedited shipment. We haven't received the other requisition for another 35 tassels.

Olga



Olga Moskalyuk | Administrative Assistant III
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
p. 916.608.6713 | moskalo@flc.losrios.edu | www.flc.losrios.edu