

Los Rios Community College District

PURCHASE ORDER NO 0001113759

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

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

PLEASE SEE TERMS AND CONDITIONS APPENDED TO THIS PO

Supplier: 0000025859
NCDA
305 N BEECH CIRCLE
BROKEN ARROW OK 74012

Phone: (866) 367-6232
Fax: (918) 663-7058

email: mpowell@ncda.org

Date	Revision	Page
11/25/2020		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1028065 MESAC HANEYB	04CYPH133 CTE	

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	MEMBERSHIP - NCDA (NATIONAL CAREER DEVELOPMENT ASSOCIATION) ORGANIZATIONAL MEMBERSHIP. 3 MEMBERS INCLUDE: FOR JULIE COLLIER, KELLIE FUNDERBURG, AND ANNA DOMEK.	1.00 EA	285.00	285.00	11/19/2020

PRE PAY INVOICE #55178 11-16-2020

PAID

CHECK #: 0094807357

DATE: 12/01/20

AMOUNT \$: 285.00

VOUCHER #: 00592102

Sub Total Amount	285.00
Sales Tax Amount	0.00
Total PO Amount	285.00

<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	5300	12	FL.VI.VTEA	49320	00000	314D	285.00	2021

0001028065CHAVEZA19-NOV-2020

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 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: NCDA
305 N BEECH CIRCLE
BROKEN ARROW OK 74012
United States

0000025859

Phone: (866) 367-6232
email: mpowell@ncda.org

Fax: (918) 663-7058

Ship To: RECEIVING
10 COLLEGE PARKWAY
FOLSOM CA 95630-6798

Business Unit:		GENFD	OPEN
Req ID:	Date	Page	
0001028065	11/17/2020	1	
Requisition Name:			
NCDA 2021-WEXP			
Requester			
Colleen Mesa			
Requester Signature			
Buyer: Brenda Haney			
Approved:			
Entered By: MESAC 17-NOV-2020			

Line-Schd	Description	Quantity	UOM	Price	Extended Amt Due Date
1-1	NCDA (NATIONAL CAREER DEVELOPMENT ASSOCIATION) ORGANIZATIONAL MEMBERSHIP. 3 MEMBERS INCLUDE: FOR JULIE COLLIER, KELLIE FUNDERBURG, AND ANNA DOMEK.	1	EA	285.00	285.00 08/09/2019

285.00 Sub-total
0.00 Est. tax

Total Requisition Amount: 285.00

PREPAY ATTACHED APPLICATION FOR 3 MEMBERS @ \$ 285.00
PREPAY ATTACHED INVOICE #55178 DTD 11/16/2020
PLEASE SET UP 2 WAY MATCH

Perkins V checklist

<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	5300	12	FL.VI.VTEA	49320	00000	314D	285.00

Purchases Charged to Catagorical Programs, Grants or Special Project.

Program Name: VTEA - WEXP
Project Grant: 314D
Program Director: Vicky Maryatt
Program Goal: 1,3,5 plus permissive 135(c)19

Approval Signature

Approval Signature

Approval Signature

From: [Collier, Julie](#)
To: [Mesa, Colleen](#)
Subject: Fw: NCDA: Organizational Membership Application
Date: Monday, November 16, 2020 4:17:39 PM

Colleen,

Below is the invoice for the Organizational membership for NCDA. I signed me, Anna Domek and Kellie Funderburg up.

As for CIWEA, I filled that form out last Thursday and am waiting to hear back from our President with the invoice. I'll nudge her!

From: National Career Development Association <membership@ncda.org>
Sent: Monday, November 16, 2020 4:15 PM
To: Collier, Julie <CollieJ@flc.losrios.edu>
Subject: NCDA: Organizational Membership Application

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.



Thank you for your support of NCDA!

Your membership application has been received. Please allow 3-5 days for processing. You will not have access to your record until NCDA Headquarters processes your membership. You will receive payment receipt by email. Please make checks payable to NCDA, 305 N Beech Circle, Broken Arrow, OK 74012

INVOICE

Julie Collier
Folsom Lake College
10 College Parkway
Folsom, CA 95630

Invoice #: **55178**
Date: 11/16/2020
Charges: \$285.00
Payments: \$0.00
Balance: \$285.00

Charges

11/16/2020 - NCDA Organizational Member Application	\$285.00
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Payments

11/16/2020 - Manual payment via Pay by Check via Mail - (Pending)	\$0.00
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Completed Form Details

First Name	Julie
Last Name	Collier
Title	Work Experience & Internship Coordinator
Email	CollieJ@flc.losrios.edu
Website	https://flc.losrios.edu/academics/internships-and-career-services/work-experience-and-internship-program
Organization	Folsom Lake College
Business Address1	10 College Parkway
Business City	Folsom
Business State	CA
Business Zip	95630
Business Phone	(916) 608-6552

Directory	Yes
Membershiplevel	Up to 3 members at \$285.00 annually
Name1	Kellie Funderburg
Title1	Work Experience Adjunct Faculty
Email1	FunderK@flc.losrios.edu
Name2	Anna Domek
Title2	Work Experience Adjunct Faculty
Email2	DomekA@flc.losrios.edu
Agree	JC
Total	\$285.00

[Contact Us](#) | [Legal Disclaimer](#) | [Privacy Policy](#)

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Phone: (918) 663-7060

webeditor@ncda.org

Perkins V Expenditure Checklist 2020-21

Requisition/PO/CBR/BPO/Travel Authorization Number: 0001028065

Date: 11/17/20

Six Activity Categories that Apply to this Expenditure Request

Directions: Select the Activity Category(ies) you indicated in the Perkins plan that relates to the expenditure. For example, if you wrote an activity for Quality Class Theatrical Projects and indicated that this activity applied to Activity Categories 3, 4, and 5, check those boxes.

- ☒ 1. **Career Exploration and Development** - Provide career exploration and career development activities through an organized, systematic framework
- ☐ 2. **Professional Development** - Provide professional development for a wide variety of CTE professionals
- ☒ 3. **Skill Development** - Provide the skills necessary to pursue high-skill, high-wage or in-demand industry sectors or occupations.
- ☐ 4. **Skill and Program Integration** - Support integration of academic skills into CTE programs.
- ☒ 5. **Implement Achievement Programs** - Plan and carry out elements that support the implementation of CE programs and programs of study and that result in increased student achievement.
- ☐ 6. **Develop and Implement Evaluations** - Develop and implement evaluations of the activities funded by Perkins.

Permissive Activity that Applies to this Expenditure Request

Select the Permissive Activity you indicated in your Perkins plan that relates to this expenditure. Check the box below that you indicated in your Perkins plan.

- ☐ 1. Involve parents, businesses, and labor organizations in the design, implementation, and evaluation of programs.
- ☐ 2. Provide career guidance & academic counseling that improves graduation rates and information about career options.
- ☐ 3. Local education and business partnerships including work-related experiences for students or faculty.
- ☐ 4. Provide programs for special populations.
- ☐ 5. Assisting CTE student organizations.
- ☐ 6. Mentoring and support services.
- ☐ 7. Leasing, purchasing, upgrading, or adapting equipment including instructional aides and publications. (including support for library resources)
- ☐ 8. Teacher preparation programs that address the integration of academic and CTE programs.
- ☐ 9. Developing and expanding program offerings in formats accessible for all students, including distance education.
- ☐ 10. Facilitate transitions to BA degree programs including articulations agreements, dual enrollment, and counseling. Provide activities to support entrepreneurship education and training through academic or financial aid counseling to help overcome barriers for special populations
- ☒ 11. Provide activities to support entrepreneurship education and training
- ☐ 12. For Improving or developing new CTE courses, including the development of new proposed CTE programs preparing students for high skill, high wage, high demand occupations.
- ☐ 13. Develop and support small, personalized career-themed learning communities
- ☐ 16. Provide assistance to individuals who have participated in services and activities to continue their education or training in finding an appropriate job.
- ☐ 17. To support training and activities (such as mentoring and outreach) in nontraditional fields
- ☐ 19. To support innovative initiatives, which may include: improving professional development of CTE teachers, faculty, administrators, and counselors

Budget String: GENFD/5300 /12/FL.VI.VTEA/49320 /00000/2021/314D \$ 285.00

Current balance in above budget string: \$ 730.00

Is this a permissible expenditure (see other side of this form for a list of impermissible uses)? ☒ Yes ☐ No

Perkins Expenditure Checklist

IMPERMISSIBLE USE OF PERKINS FUNDS

- Student expenses or direct assistance to students
- Entertainment
- Awards and memorabilia
- Individual Memberships
- Membership with organizations that lobby
- College tuition, fees, and books
- Fines and penalties
- Insurance including self-insurance
- Expenses that supplant
- Audits, except Single Audit
- Contributions and donations
- Facilities and furniture
- General advertising
- Alcohol
- Food or beverages
- Fundraising
- General administration