

Los Rios Community College District

PURCHASE ORDER NO 1114751A

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

Date	Revision	Page
03/16/2021		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1029073 THIESSEN	HANEYB HANEYB4OPER	

Supplier: 0000018171
PAPE MATERIAL HANDLING
2410 GRAND AVE
SACRAMENTO CA 95838

Phone: (916) 565-5668
Fax: (916) 565-5622

email:

Ship To: FOLSOM LAKE COLLEGE
RECEIVING
10 COLLEGE PARKWAY
FOLSOM CA 95630-6798
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	REPAIR PARTS AND SERVICE SUPPLIES	1.00 JOB	1,650.92	1,650.92	03/16/2021
2- 1	REPAIR MISC FEES & CHARGES : BATTERY FEE, IN & OUT BOUND FREIGHT CHARGE, TRANSPORTATION FEE, ENVIRONMENTAL FEE.	1.00 JOB	777.53	777.53	03/16/2021
3- 1	REPAIR LABOR	1.00 JOB	1,744.00	1,744.00	03/16/2021
4- 1	REPAIR 10% LOCAL & STATE TAX CHARGED ON PARTS & SERVICE SUPPLIES	1.00 JOB	165.92	165.92	03/16/2021

INVOICE# 11859602 02-25-2021

EDC FORKLIFT REPAIR - SERVICES RECEIVED PAY INVOICE TOTAL.

PAID

CHECK #: 0094811465

DATE: 3/18/21

AMOUNT \$: 1650.92, 777.53, 1744.00, 165.92

VOUCHER #: 00598275

Sub Total Amount	4,338.37
Sales Tax Amount	0.00
Total PO Amount	4,338.37

<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	5600	11	FL.VA.CUST	65300	00000	101E	4,338.37	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.

<http://www.losrios.edu/purchasing/povalidation>

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Authorized Signature

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MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

Haney, Brenda

From: Haney, Brenda
Sent: Tuesday, March 16, 2021 11:15 AM
To: Thiessen, Levi
Cc: Williams, Melissa
Subject: RE: Please Advise _ PAPE Invoice_ OLR_1029073

Ok, thanks for clarifying –

I will change on PO and your budget will be ENC & EXPS for the full invoice amount of \$4,338.37 . (Good thing we were able to save on your Tennant Scrubber – as the funds are always needed somewhere else) !

Yes, please request that entry personnel - double check their finished REQ matched quotes and invoices, or explain if difference is part of requisition instructions. FLC BSO should have also caught and questioned this too.

Let me know if you need anything else -

Take Care,



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: Thiessen, Levi <ThiessL@flc.losrios.edu>
Sent: Tuesday, March 16, 2021 11:08 AM
To: Haney, Brenda <haneyb@losrios.edu>
Cc: Williams, Melissa <WilliaM@flc.losrios.edu>
Subject: Re: Please Advise _ PAPE Invoice_ OLR_1029073

Hi Brenda,
Please pay in full. Not sure why the req was put in for that amount. I'll talk with Sera today who did it for me.
Thanks!
Levi

Sent via the Samsung Galaxy S10, an AT&T 5G Evolution capable smartphone
Get [Outlook for Android](#)

From: Haney, Brenda <haneyb@losrios.edu>
Sent: Tuesday, March 16, 2021 10:41:19 AM
To: Thiessen, Levi <ThiessL@flc.losrios.edu>
Cc: Williams, Melissa <WilliaM@flc.losrios.edu>
Subject: Please Advise _ PAPE Invoice_ OLR_1029073

Hi Levi or Missy –

Hope you're both doing well !

This attached PAPE Invoice is for Parts, Labor, Fees, Taxes totaling \$4,338.37

- REQ is setup for total of \$2,603.47 - it does not appear to include Labor.
- Can you clarify further – do you want this whole invoice amount paid, or are you asking for it to be short paid?
- Please provide specific details.

OLR

0001029073

3/15/2021 0000018171 PAPE MATERIAL HANDLING

I can adjust PO from my end, just need to understand the result you are intending.

Best Regards,



Brenda Haney, Purchasing / Buyer III

1919 Spanos Ct., Sacramento, CA 95825

☎ 916-568-3072 Fax: 916.568.3145

✉ haneyb@losrios.edu

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LRCCDpurchase@losrios.edu

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

PURCHASE ORDER NO 0001114751
CANCELED PO

Date	Revision	Page
03/16/2021	1 - 03/16/2021	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:		
1029073 THIESSEN HANEYB		

PLEASE SEE TERMS AND CONDITIONS APPENDED TO THIS PO

Supplier: 0000018171
PAPE MATERIAL HANDLING
PO BOX 35144 # 5077
SEATTLE WA 98124-5144

email:

Ship To: FOLSOM LAKE COLLEGE
RECEIVING
10 COLLEGE PARKWAY
FOLSOM CA 95630-6798
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	SEAL	2.00 EA	4.14	0.00	CANCEL
2- 1	SEALANT	1.00 EA	40.08	0.00	CANCEL
3- 1	SEAL - OIL	2.00 EA	3.81	0.00	CANCEL
4- 1	BRAKE FLUID	2.00 EA	4.19	0.00	CANCEL
5- 1	CABLE - LH	1.00 EA	22.55	0.00	CANCEL
6- 1	CABLE - BRA	1.00 EA	22.55	0.00	CANCEL
7- 1	CYLINDER	1.00 EA	60.00	0.00	CANCEL
8- 1	BRAKE ASSEM	1.00 EA	619.20	0.00	CANCEL
9- 1	BRAKE ASSEM	1.00 EA	619.20	0.00	CANCEL
10- 1	BRK CLEANER	2.00 EA	9.64	0.00	CANCEL
11- 1	A24700 24-XD	1.00 EA	118.00	0.00	CANCEL
12- 1	CA BATTERY FEE	1.00 EA	1.00	0.00	CANCEL
13- 1	INBOUND FREIGHT	1.00 EA	18.74	0.00	CANCEL
14- 1	INBOUND FREIGHT	1.00 EA	151.54	0.00	CANCEL
15- 1	TRANSPORTATION	1.00 EA	531.25	0.00	CANCEL
16- 1	SERVICE SUPPLIES	1.00 EA	105.78	0.00	CANCEL
17- 1	ENVIRONMENTAL CHARGE	1.00 EA	75.00	0.00	CANCEL

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Supplier: 0000018171
PAPE MATERIAL HANDLING
PO BOX 35144 # 5077
SEATTLE WA 98124-5144

email:

Ship To: FOLSOM LAKE COLLEGE
RECEIVING
10 COLLEGE PARKWAY
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03-16-21 CANCEL PO 0001114751 PREPARED INCORRECTLY ON REQ PER ATTACHED EMAIL (BH)
RE-ISSUE AS PO 1114751A TO REFLECT CORRECT INVOICE PAYMENT AMOUNT. (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

0001029073CHAVEZA15-MAR-2021

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2- 1	SEALANT	1.00 EA	40.08	40.08	03/25/2021
3- 1	SEAL - OIL	2.00 EA	3.81	7.62	03/25/2021
4- 1	BRAKE FLUID	2.00 EA	4.19	8.38	03/25/2021
5- 1	CABLE - LH	1.00 EA	22.55	22.55	03/25/2021
6- 1	CABLE - BRA	1.00 EA	22.55	22.55	03/25/2021
7- 1	CYLINDER	1.00 EA	60.00	60.00	03/25/2021
8- 1	BRAKE ASSEM	1.00 EA	619.20	619.20	03/25/2021
9- 1	BRAKE ASSEM	1.00 EA	619.20	619.20	03/25/2021
10- 1	BRK CLEANER	2.00 EA	9.64	19.28	03/25/2021
11- 1	A24700 24-XD	1.00 EA	118.00	118.00	03/25/2021
12- 1	CA BATTERY FEE	1.00 EA	1.00	1.00	03/15/2021
13- 1	INBOUND FREIGHT	1.00 EA	18.74	18.74	03/16/2021
14- 1	INBOUND FREIGHT	1.00 EA	151.54	151.54	03/16/2021
15- 1	TRANSPORTATION	1.00 EA	531.25	531.25	03/15/2021
16- 1	SERVICE SUPPLIES	1.00 EA	105.78	105.78	03/15/2021
17- 1	ENVIRONMENTAL CHARGE	1.00 EA	75.00	75.00	03/15/2021

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Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
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PAY INVOICE INVOICE #11859602 02-25-2021

EDC FORKLIFT REPAIR COMPLETED FEBRUARY 2021

Sub Total Amount	2,428.45
Sales Tax Amount	175.02
Total PO Amount	2,603.47

<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	5600	11	FL.VA.CUST	65300	00000	101E	2,603.47	2021

0001029073CHAVEZA15-MAR-2021

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Requisition

Supplier: PAPE MATERIAL HANDLING
PO BOX 35144 # 5077
SEATTLE WA 98124-5144
United States

0000018171

email:

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

Business Unit:		GENFD	OPEN
Req ID:	Date	Page	
0001029073	03/04/2021	1	
Requisition Name:			
PAPE MATERIAL HANDLING			
Requester			
Levi Thiessen			
Requester Signature			
Buyer: Brenda Haney			
Approved:			
Entered By: CHADWICS 04-MAR-2021			

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	SEAL	2	EA	4.14	8.28	03/04/2021
2-1	SEALANT	1	EA	40.08	40.08	03/04/2021
3-1	SEAL - OIL	2	EA	3.81	7.62	03/04/2021
4-1	BRAKE FLUID	2	EA	4.19	8.38	03/04/2021
5-1	CABLE - LH	1	EA	22.55	22.55	03/04/2021
6-1	CABLE - BRA	1	EA	22.55	22.55	03/04/2021
7-1	CYLINDER	1	EA	60.00	60.00	03/04/2021
8-1	BRAKE ASSEM	1	EA	619.20	619.20	03/04/2021
9-1	BRAKE ASSEM	1	EA	619.20	619.20	03/04/2021
10-1	BRK CLEANER	2	EA	9.64	19.28	03/04/2021
11-1	A24700 24-XD	1	EA	118.00	118.00	03/04/2021
12-1	CA BATTERY FEE	1	EA	1.00	1.00	03/04/2021
13-1	INBOUND FREIGHT	1	EA	18.74	18.74	03/04/2021
14-1	INBOUND FREIGHT	1	EA	151.54	151.54	03/04/2021
15-1	TRANSPORTATION	1	EA	531.25	531.25	03/04/2021
16-1	SERVICE SUPPLIES	1	EA	105.78	105.78	03/04/2021
17-1	ENVIRONMENTAL CHARGE	1	EA	75.00	75.00	03/04/2021

2,428.45 Sub-total
119.76 Est. tax

Total Requisition Amount: 2,548.21

PREPAY ATTACHED INVOICE INVOICE #11859602 DTD 2/25/21
PLEASE SET-UP 2WAY MATCH

UNAUTHORIZED PURCHASE MEMO

<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	5600	11	FL.VA.CUST	65300	00000	101E	2,428.45

Approval Signature	Approval Signature	Approval Signature
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**MATERIAL
HANDLING**

Papé Material Handling, Inc., PO Box 987, Eugene, OR 97440

INVOICE DATE	INVOICE NO.
* 2-25-21	11859602

SERVICE INVOICE

This sale is subject to Papé's Terms and Conditions of Sale effective on the date hereof, which are incorporated in full by this reference. The Terms and Conditions of Sale are available at www.pape.com/terms, and will also be sent by mail or e-mail to the purchaser upon request.

FOLSOM LAKE COLLEGE -
HARRIS CTR FOR THE ARTS
10 COLLEGE PARKWAY
FOLSOM CA 95630

1102
1

S
H
I
P
T
O

FOLSOM LAKE COLLEGE
SEE AUTH NAMES IN FILE

PHONE: 916-608-6810

CUSTOMER NO.	TYPE	DATE OPENED	PURCHASE ORDER NO.	AUTHORIZED BY / RELEASE NO.
5226506	CHARGE	2-11-21		
MAKE	MODEL	SERIAL NO.	EQUIP NO.	METER
YA	GLP040	N485454	9514	262
QUANTITY	DESCRIPTION	EACH	AMOUNT	
SEGMENT 001	COMPLETE BRAKE JOB, W/ CABLES			
****	USE PO #			
..	WORK SOLD.			
2/15	FOUND TRUCK WITH DEAD BATTERY- JUMPED BATTERY AND BROUGHT TO WORK AREA- SEARCHED FOR PARTS TO FIND BRAKE ASSEMBLIES NOT HERE YET- REMOVED BRAKE RESIVOIR AND CLEANED IT OUT- REMOVED AND REPLACED MASTER CYL.- CHECKED CHARGING CIRCUIT, FOUND ALTERNATOR WORKING PROPERLY AT THIS TIME, AFTER BATTERY HAD SAT FOR 2 HOURS IT WOULD NOT RESTART TRUCK- RECOMMENT REPLACING BATTERY-			
2/16	RECEIVED BRAKE ASSEMBLIES- FOUND BATTERY DID NOT HOLD A CHARGE OVER NIGHT- PUT BLOCKS UNDER MAST CHANNELS- REMOVED DRIVE TIRES, AXLES AND BRAKE ASSEMBLIES- INSTALLED NEW PARK BRAKE CABLES INTO NEW BRAKE ASSEMBLIES- INSTALLED BRAKE ASSEMBLIES ONTO AXLE- CLEANED UP DRUMS AND REPLACED SEALS- INSTALLED DRUMS ONTO AXLE-			
2/17	ADDED BRAKE FLUID TO BRAKE RESIVOIR- ADJUSTED BRAKE SHOES- REPLACED PARK BRAKE CABLES AND ADJUSTED CABLES- BLED BRAKES- REPLACED BATTEY AND POSITIVE CABLE END- CHECKED BRAKES, STOPPING DISTANCE (IT STOPS W/IN IT'S LENGTH BOTH DIRECTIONS)-			
	FOUND: STEERING LOOSE (BALL JOINTS), VALVE COVER AND SIDE SHIFT CYL. LEAKING- QUOTED FURTHER REPAIRS-			
2/22	CUSTOMER DECLINED FUTHER REPAIRS- PARKED TRUCK IN TRANSPORT ALLEY-			
2	2021554 SEAL @	4.14	8.28	
1	313022 **SEALANT @	40.08	40.08	
2	800057014 SEAL - OIL @	3.81	7.62	
2	800119648 BRAKE FLUID@	4.19	8.38	
Payment should be by cash, check or ACH/wire transfer		DESCRIPTION	AMOUNT	
SUBMIT PAYMENTS ONLY TO:		TOTAL PARTS		
Papé Material Handling		TOTAL LABOR		
PO Box 35144 #5077				
Seattle, WA 98124-5144				
www.papemh.com		PLEASE PAY >	CONTINUED	
		THIS TOTAL >		



**MATERIAL
HANDLING**

Papé Material Handling, Inc., PO Box 987, Eugene, OR 97440

INVOICE DATE	INVOICE NO.
* 2-25-21	11859602

SERVICE INVOICE

This sale is subject to Papé's Terms and Conditions of Sale effective on the date hereof, which are incorporated in full by this reference. The Terms and Conditions of Sale are available at www.pape.com/terms, and will also be sent by mail or e-mail to the purchaser upon request.

FOLSOM LAKE COLLEGE -
HARRIS CTR FOR THE ARTS
10 COLLEGE PARKWAY
FOLSOM CA 95630

1102
2

S
H
I
P
T
O

FOLSOM LAKE COLLEGE
SEE AUTH NAMES IN FILE

PHONE: 916-608-6810

CUSTOMER NO.	TYPE	DATE OPENED	PURCHASE ORDER NO.	AUTHORIZED BY / RELEASE NO.
5226506	CHARGE	2-11-21		
MAKE	MODEL	SERIAL NO.	EQUIP NO.	METER
YA	GLP040	N485454	9514	262
QUANTITY	DESCRIPTION		EACH	AMOUNT
SEGMENT 001 CONTINUED				
1	800123911	CABLE - LH @	22.55	22.55
1	800123912	CABLE - BRA@	22.55	22.55
1	800123917	CYLINDER - @	60.00	60.00
1	800141919	BRAKE ASSEM@	619.20	619.20
1	800141920	BRAKE ASSEM@	619.20	619.20
2	SY4720	BRK CLEANER	9.64	19.28
1	A24700	24-XD @	118.00	118.00
	CA BATTERY FEE			1.00
	INBOUND FREIGHT			18.74
	INBOUND FREIGHT			151.54
	TRANSPORTATION			531.25
PARTS		LABOR		
2,247.67		1,744.00	TIME/MATERIALS	3,991.67
150.10		.00	STATE/LOCAL TAX	150.10
			SEGMENT TOTAL-->	4,141.77
	SERVICE SUPPLIES			105.78
	ENVIRONMENTAL CHARGE			75.00
Payment should be by cash, check or ACH/wire transfer			DESCRIPTION	AMOUNT
SUBMIT PAYMENTS ONLY TO: Pap� Material Handling PO Box 35144 #5077 Seattle, WA 98124-5144			TOTAL PARTS	2,247.67
			TOTAL LABOR	1,744.00
TERMS: PAYMENT DUE 03/07/21			STATE/LOCAL TAX	165.92
www.papemh.com			PLEASE PAY >	4,338.37
			THIS TOTAL >	

Date: 3/3/2021

To: Purchasing Supervisor

From: Levi Thiessen

re: Unauthorized Purchase

Description of purchase:

Repairs on EDC Forklift equipment.

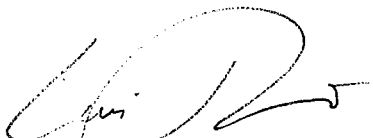
Why purchase was made prior to purchase order being issued:

After many debates with PAPE on a repair quote that we were happy with, we eventually did agree on a price and we believe that PAPE took that agreement to begin on repairs immediately, without a PO.

Who approved the purchase: Levi Thiessen

Actions taken to mitigate future unauthorized purchase:

We will work on providing a more clear lines of communication with any vendor, but specifically this vendor to avoid this issue in the future.



Signature

3/8/21
Date