



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: FLC-BSOPurchasing@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 MONDAY THROUGH THURSDAY 10AM - 1PM UNTIL FURTHER NOTICE

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

Subtotal
State Tax % State Tax
Shipping
Total PO Amount

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 uncopied 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.

CAMPUS-BASED REQUISITION

DATE _____
 VENDOR _____ REQ. # CBF _____
 ADDRESS _____ PO REQUIRED(circle one) YES NO
 CITY _____ P.O. # CBF _____
 STATE _____ ZIP _____ DATE REQUIRED _____

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

All payments are mailed to vendor directly by the bank (similar to bill pay). No forms or additional paperwork can be included with check. If there is any comment or notation you would like included on the check, include the verbiage in the area provided below. There is a 30 character limit.

Sub-Total	
Sales Tax	
Freight	
TOTAL	

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

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

AUTHORIZED _____ <div style="text-align: center; font-size: small;">Club Officer/Requestor</div>	
APPROVED _____ <div style="text-align: center; font-size: small;">Faculty Advisor/Administrator</div>	

Business Services Use Only	
Budget Checked _____	Vendor ID _____
Voucher # _____	Date _____
Warrant # _____	Date _____

From: [McKechnie, Dan](#)
To: [FLC-Classified Staff](#); [Cox, Valerie](#); [Murphy, Ben](#); [Jibben, Darren](#)
Cc: [FLC-Managers](#)
Subject: Classified Appreciation and Recognition Lunch
Start: Wednesday, May 31, 2023 1:00:00 PM
End: Wednesday, May 31, 2023 3:00:00 PM
Location: Falcons Roost

Hello Classified Professionals

Please consider this the formal invitation to the Classified Appreciation lunch.

The FLC Administrative team cannot express enough how appreciative we are for the service and dedication you provide to the FLC Community. You are the backbone, providing stability, and support for the college and you are a critical part of the success of all our students. We hope you will be available to attend, share a meal, win a prize, and get some informal time with your colleagues.

The event this year will focus on food, raffle, acknowledgement and a new game.

Please respond so we can properly prepare for food.

Summary:

- * Location: Falcon's Roost
- * Food: Mexican food – 1pm

- * similar to last year, feedback was positive

- * Raffle: 1:30ish

- * Super fun.....everyone loves a raffle, I hope you win something!

- * Game – Falcon Ball (working title) invented by Dan, Missy and Will Garcia

- * Simple lawn game all can play

- * Team of 4 randomly selected
- * Roll a ball at targets placed on Environmental Staircase to earn points
- * After 1 round teams are placed into one of two groups
- * Winner (most points) of each group wins a prize

EMPLOYEE LIST
CLASSIFIED MANAGEMENT STAFF

2023_05_16 Updated Shared K Drive	LAST NAME	FIRST Name	Emp ID
1	Aldea	Sarah	0010701
2	Anderson	Brittney	1167933
3	Anderson	Jae	0001532
4	Avery	Alexandra	2071995
5	Bachinsky	Sergey	1018818
6	Bahns	Candace	0011312
7	Barnes-Liguori	Kathy	0023322
8	Batchelder (Kingsley)	Julie	1185264
9	Battershell	Matthew	0808325
10	Bernabe	Ramon	1547480
11	Bielefield	Yvonne	0645571
12	Burke	Talina	1588098
13	Burnham	Cheryl	2045320
14	Calise	Susan	0510254
15	Callaway	Ronda	1246949
16	Campbell (Hein)	Wendy	1557477
17	Chadwick	Sera	1326772
18	Chale	Jeff	1591160
19	Conant	Ronald	0604648
20	Coykendall	Michelle	0004345
21	Crandell (Pickering-Crandell)	Jane	0847822
22	Croff	Jeanne	1142877
23	Cunningham	Christopher	1211865
24	Dubinets	Nikolay	0021059
25	El-Ayoubi	Kyle	1870813
26	Ellis-Tafoya	Keith	1062959
27	Eshetu	Beniam	2069107
28	Estomo (Chamorro-Estomo)	Sharisse	0975145
29	Evers	Kent	1668284
30	Foon (Luong-Foon)	Lana	0004619
31	Franco	Rochelle	0006151

EMPLOYEE LIST
CLASSIFIED MANAGEMENT STAFF

2023_05_16 Updated Shared K Drive	LAST NAME	FIRST Name	Emp ID
32	Garza	Eduardo	1387040
33	George	Tanya	0002799
34	Goff	Thomas	0004375
35	Guzzi	Kathleen	1174510
36	Habib	Afshan	0000303
37	Hart	Kristy	0747458
38	Heiland	Joyce	0001848
39	Hemmenway	Tracy	0015045
40	Hendricks	Theresa (Tess)	0752260
41	Hernandez Alfaro	Karla	2074840
42	Hill	Sarah	0509297
43	Hindi	David	1127976
44	Hintze	Jeanne	0543203
45	Hoyt	Cameron	1421308
46	Humphreys	Tony	1525117
47	Hyder	Renee	0993053
48	Hynson (Karas-Hynson)	Melissa	0010669
49	Jennings	Gina	0001414
50	Johnson	Kaleen	1307673
51	Kaur	Jaskirat	1646151
52	Kravchuk	Alina	1381238
53	Kwong	Daniel	0002172
54	Lee	Hao	1210964
55	Lewis	Jeff (Ronald)	0002127
56	Lindsey	Barbara	1137703
57	Long	Tyrel	1623462
58	Lopez	Gabe	1244785
59	Lozano	Karla	0296694
60	Lu	Michael (Van)	1165242
61	Maduell	Regina	1551873
62	Martinez	David	0003133

EMPLOYEE LIST
CLASSIFIED MANAGEMENT STAFF

2023_05_16 Updated Shared K Drive	LAST NAME	FIRST Name	Emp ID
63	Martinez	Lupe	1408377
64	Matsiulka	Dzmitry	1682041
65	Melton	Taylor	1322517
66	Mesa	Colleen	1402988
67	Michels-Ratliff	Emilia	1685176
68	Miller	Travis	0013112
69	Montez	Dominic	0005319
70	Moua	Theng	0020137
71	Mulligan	Terrance	0848820
72	Ndiaye	Ababacar	1483187
73	Nunez	Mechelle	0659721
74	Padash	Ali	0006044
75	Palomares	Karen	0903794
76	Perez Moreno (perez3@flc)	Angelica	2076927
77	Perez Martinez (perezma@flc--)	Angelica	2003221
78	Quintell	Melonie	1636804
79	Randak (Randakova)	Irina	0997110
80	Reed	Kimberly	0619274
81	Ritz	Alexandra	2069726
82	Robinson	Shakeya	0789313
83	Rudac	Andrei	1140468
84	Rudac	Anna	1411209
85	Rumburg	Dana	0821367
86	Ryan	Diana	0166606
87	Sanceja Jr	Jonathan	2011874
88	Santoro	Linda	1083202
89	Seyeda-Kermanshahi	Shaghayegh	1755348
90	Sigartau	Simona	1520209
91	Small	Kim	0004567
92	Staves	David	1129986
93	Stefanco	Tatiana	1154072

EMPLOYEE LIST
CLASSIFIED MANAGEMENT STAFF

2023_05_16 Updated Shared K Drive	LAST NAME	FIRST Name	Emp ID
94	Tahmahkera	Travis	1830705
95	Taylor	Derick	0139144
96	Thiessen	Levi	0645892
97	Valverde	Tracey	0002809
98	Vander Werf	Wenda	0017989
99	Vazques	Nanci	1515276
100	White	Anne	1153709
101	Wurzer	Christine	0003894
102	Zabegalin	Tatyana	0006733
103	Zimmer-Vargas	Monica	0852857
104	Zhai	Ying Fang	1091558
105	Zschokke	John	0023244
106	Zwerenz	Kimberly	0002678

Staff who will be on campus by 5/31, but no email address

Posting Number	Working Title	Reason for posting	Status / Posted Date/ Close Date
C02334P	Dobson Bell	Anastacia	confirmed start 5/22/23
C02335P	Margadonna	BreAnna	confirmed 5/22/23
C02422P	Pasilis	Katie	Confirmed 5/22/23
C02495P	Eure	Angela	pending clearance for 5/30/23 start