



FOLSOM LAKE COLLEGE
EL DORADO CENTER | RANCHO CORDOVA CENTER

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 %	<input type="text"/>
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.

FOLSOM LAKE COLLEGE
EL DORADO CENTER | RANCHO CORDOVA CENTER

Check one
 ASG(71,72)
 College Act.Trust(81)
 Foundation(83)
 IR(13/14)

CAMPUS-BASED REQUISITION

03/14/23

DATE _____
 VENDOR AMAZON.COM
 ADDRESS PO BOX 80463
 CITY SEATTLE
 STATE WA ZIP 98108

REQ. # CBF F23-136
 PO REQUIRED(circle one) YES NO
 P.O. # CBF 23116
 DATE REQUIRED _____

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	Gift Cards for Student Participants- Student Satisfaction Survey	2	ea	50.00	\$ 100.00
2	<i>Please order by credit card.</i>				\$ 0.00
3	Student Recipients:				\$ 0.00
4	Michelle Lee - W1823346				\$ 0.00
5	Tahreer Khudhair - W1662428				\$ 0.00
6					\$ 0.00
7	Amazon link, message, student emails, & signed agreements attached.				\$ 0.00
8					\$ 0.00
9					\$ 0.00
10					\$ 0.00

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	\$ 100.00
Sales Tax	
Freight	
TOTAL	\$ 100.00

5890 sk

Account Name BANFL / Bus Unit 5300 / Account 83 / Fund FL.OP.FOUN / Department 70901 / Program 00000 / Class 6115 / Project / Amount \$

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

AUTHORIZED Karla Lozano
 Club Officer/Requestor

APPROVED _____
 Faculty Advisor/Administrator

Business Services Use Only

Budget Checked SK Vendor ID _____

Voucher # F23-136 Date _____

Warrant # _____ Date _____

Congrats Tahreer!

You have been **randomly selected as a gift card drawing winner** for the **Folsom Lake College Student Services Survey**. You will receive a \$50 Amazon e- gift card.

Please respond to this email and confirm that you would like the e-gift card sent to this email address. If you would prefer it be sent to another email address, please provide that information.

For tracking purposes, you will need to complete, sign, and return the attached agreement before we email you the e-gift card. Please note it may take up to two weeks to receive the gift card.

Thanks again for participating in the survey. Congrats on being the drawing winner!

Take care and please feel free to call if you have any questions,

Karla

Karla Lozano

Interim Assistant to the President

[Folsom Lake College](#) | 10 College Parkway | Folsom, CA 95630

p. 916.608.6572 | lozanok@flc.losrios.edu

Pronouns: She, Her, Hers

<220_Gift Card Recipient Agreement.pdf>

RE: President's Fund Request

Ward-Palos, Anne <Ward-PA@losrios.edu>

Thu 2/23/2023 12:55 PM

To: Lozano, Karla <LozanoK@flc.losrios.edu>

Ok so that's a yes and here is the budget string:

BANFL. 5300.83. FL.CP.FOUN.70901.OTHER.6115

I used account 5300 "other" because it didn't really fit in another category, but if that is wrong BSO will kick it back and we can figure it out.

Let me know if you have any questions!

Anne

From: Lozano, Karla <LozanoK@flc.losrios.edu>

Sent: Thursday, February 23, 2023 12:36 PM

To: Ward-Palos, Anne <Ward-PA@losrios.edu>

Subject: Re: President's Fund Request

Great - thank you!

Karla Lozano

Interim Assistant to the President

[Folsom Lake College](#) | 10 College Parkway | Folsom, CA 95630

p. 916.608.6572 | lozanok@flc.losrios.edu

Pronouns: She, Her, Hers

From: Ward-Palos, Anne <Ward-PA@losrios.edu>

Sent: Thursday, February 23, 2023 12:31 PM

To: Lozano, Karla <LozanoK@flc.losrios.edu>

Subject: RE: President's Fund Request

Hi there! I will double check, I always hear something different about gift cards. I'm going to find out!

Anne

From: Lozano, Karla <LozanoK@flc.losrios.edu>

Sent: Thursday, February 23, 2023 12:22 PM

To: Ward-Palos, Anne <Ward-PA@losrios.edu>

Subject: President's Fund Request

Hi Anne,

I hope all is well!

President Pimentel is in approval of VPSS Kellie Butler purchasing two \$50.00 Amazon gift cards for students and would like to use the President's Foundation Fund. Student Services has sent

out a climate survey and wants to incentivize student participation by doing a drawing for the two \$50 Amazon gift cards. Is this something you can approve?

Kellie will submit receipts for reimbursement, but I would like to provide the correct budget string.

Thank you!

Karla

Karla Lozano

Interim Assistant to the President

[Folsom Lake College](#) | 10 College Parkway | Folsom, CA 95630

p. 916.608.6572 | lozanok@flc.losrios.edu

Pronouns: She, Her, Hers

Enrollment Summary | [Term Statistics](#)

Tahreer Khudhair

1662428



Term: SP 2023

Career: FLCC

Los Rios Comm College District

[Print Study List](#) | [Report Manager](#)

						Find View All		First	1-3 of 4	Last
Class Nbr	Subject	Catalog	Session	Section	Status	Status/Reason	Acad Prog	Grading Basis	Units Taken	
15301	ESL	37	Full Term	350	Enrolled	Enrolled	FLCP	Graded	6.00	
	Nov-High Integrated Rdg/Wrtg Lecture									
14739	ESL	91	Full Term	350	Enrolled	Enrolled	FLCP	P/NP	0.50	
	ESL Center: Beginning Lab Laboratory									
15306	ESLG	31	Full Term	350	Enrolled	Enrolled	FLCP	Graded	3.00	
	Basic English Grammar Lecture									

[Return to Search](#) | [Notify](#) | [Previous tab](#) | [Next tab](#)

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Los Rios Staff Home...

LR Business Services Office

New Window | Help | Personalize Page

- Add/Update a Person
- Query Viewer
- Query Manager
- Verify Student PIN
- Student Refunds/FA Reversals
- Third Party/Payment Plans
- Enrollment Summary**
- Service Indicators

Enrollment Summary | Term Statistics

Michelle Lee

1823346



Term: SP 2023 Career: FLCC Los Rios Comm College District

Print Study List Report Manager

Class Nbr	Subject	Catalog	Session	Section	Status	Status/Reason	Acad Prog	Grading Basis	Units Taken
14629	PSYC	312	Full Term	320	Enrolled	Enrolled	FLCP	Graded	4.00
	Biological Psychology		Lecture						
14681	PSYC	312	Full Term	320B	Enrolled	Enrolled	FLCP	Non-Graded	
	Biological Psychology		Laboratory						

Find | View All First 1-2 of 2 Last

Return to Search Notify Previous tab Next tab

Enrollment Summary | Term Statistics

Re: FLC Student Survey Drawing Winner - Please respond to this email to claim your gift card

Tahreer Khudhair <tahreer833@gmail.com>

Thu 3/16/2023 10:12 PM

To: Lozano, Karla <LozanoK@flc.losrios.edu>

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. **To mark the message as SPAM, right click the message, select "Junk" , and then select "Block Sender".**

Hello,

Thank you for your email. I would prefer the gift card be sent to tahreer833@gmail.com.
Below, I have attached the form.

Thanks,

Tahreer Khudhair



GIFT CARD/CERTIFICATE ACCEPTANCE AGREEMENT

NAME (please print): Tahreer Khudhair
ADDRESS: 2505 Green Wing Way, Rancho Cordova, CA 95670
EMAIL ADDRESS: tahreer833@gmail.com
LOS RIOS ID #: W1662428 OR LAST FOUR DIGITS OF RECIPIENT'S SSN (if not a Los Rios student or employee): _____

Are you an Employee at Los Rios Community College District? YES NO

Please Check One: US Citizen/Resident Alien Nonresident Alien

Description of Gift Card/Certificate: Amazon gift card for completing survey

Value of Gift Card/Certificate: \$ 50

Please Note:

Los Rios Community College District (LRCCD) employee (student or staff):

If you are a Los Rios Community College District (LRCCD) employee (student or staff), the value of your gift card/certificate will be added to your W-2 earnings as compensation, and will be taxed accordingly.

Not a Los Rios Community College District (LRCCD) employee:

If you are not an LRCCD employee (student or staff), the value of your gift card/certificate may be considered taxable income by taxing authorities (e.g. Internal Revenue Service, California Franchise Tax Board, etc.) and may result in a tax liability. You acknowledge that it is your responsibility to report the value of your gift card/certificate to the appropriate taxing authorities, and that you are responsible for the payment of any tax liability that results from such reporting. If you receive \$600 or more in gift cards/certificates from LRCCD during any calendar year, we are required to report this information to the Internal Revenue Service on Form 1099.

If you are a Nonresident Alien, the Internal Revenue Service requires that 30% of the value of the gift card/certificate be withheld. However, due to the impracticality of withholding on a gift card/certificate, the Department distributing the gift card/certificate is responsible for the payment of the applicable tax. You will however, be required to complete Form W-8BEN prior to receiving your gift card/certificate.

I understand and agree to these terms and conditions.

Tahreer
Signature

3/16/2023
Date

BS#221-2/2016

On Mar 16, 2023, at 4:03 PM, Lozano, Karla <LozanoK@flc.losrios.edu> wrote: