



**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
	State Tax % 7.25				

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.

**CHECK ONE**

ASG(71,72)

College Act. Trust(81)

Foundation(83)

IR(13,14)

Harris Ctr(55)

## 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					

**Check Distribution**

Call Student, Hold for pick up # \_\_\_\_\_

Call \_\_\_\_\_, Hold for pick up # \_\_\_\_\_

Forward to \_\_\_\_\_

Inter-Campus mail to \_\_\_\_\_

USPS mail

Other \_\_\_\_\_

Sub-Total	
Sales Tax	
Freight	
<b>TOTAL</b>	

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

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

AUTHORIZED \_\_\_\_\_  
Club Officer/Requestor

APPROVED \_\_\_\_\_  
Faculty Advisor/Administrator

Business Services Use Only

Budget Checked \_\_\_\_\_ Vendor ID \_\_\_\_\_

Voucher # \_\_\_\_\_ Date \_\_\_\_\_

Warrant # \_\_\_\_\_ Date \_\_\_\_\_

# Order Acknowledgement



## Arnolds for Awards

3971 Durock Road, Suite A  
 Shingle Springs, CA 95682  
 Main: 530-677-0623  
 Fax: 530-677-6065

### Store Hours


Mon - Fri: 9:00am - 4:00pm Closed Saturday & Sunday  
 myhelpdesk@arnoldsawards.com


Order Number . . . . . : **100822**

This order is scheduled to be ready for pickup after the completion date and time shown below and is not scheduled to be shipped. You may pick this order up at our store any time after the completion date and time between 9AM 2PM. If the completion date and time below is inconvenient for you, please notify us immediately so we may correct the delivery and production schedule to ensure your needs are met.

<b>BILL TO</b>	FOLSOM LAKE COLLEGE		
	Lindsey Campbell		
	10 COLLEGE PARKWAY		
	Folsom	CA	95630
	<b>Phone:</b>	916.608.6572	<b>Fax:</b>
	<b>E-Mail Address:</b>	kravcha@flc.losrios.edu	

Date Placed	Completion Date/Time	Terms	PO #	Resale Number	Sales Rep
5/3/2023	5/12/2023 after 3:30:00 PM	Balance Will Be Invoiced			SHYLOH RHOD

Qty	Stock #	Description	CD	Unit Price	Ext Price	Tax
	2	JGPW34J Jade Glass Paperweight	***	\$38.60	\$77.20	***
-----[Attributes]-----						
Include Logo?: Include a Logo						

	1	PROOF-1 LAYOUT PROOF REQUEST - NO CHARGE ON STO	***	\$0.00	\$0.00	
-----[Attributes]-----						
EMAIL: campbel@flc.losrios.edu						
PRICE INCLUDES PROOF AND ONE REVISION: ADDITIONAL REVISIONS WILL ADD \$10.00 PER PROOF						

Date	Description of Payment	Payment Amount
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MEMORIAL DAY HOLIDAY  During the COVID-19 Crisis our hours of operation will be M-F 9:00am - 3:00pm. Please call ahead for curbside pick up. Shipping orders will be limited to Wednesday's.  We will work hard to try and complete your order by the Expected Date and Time identified at the top of this order. Please let us know if the above date and time will not fit within your time schedule as soon as possible and we will try to work within your time-constraints as best as we can.	<b>Order Total:</b> \$77.20 <b>Discount:</b> \$0.00 <b>After Discount Sub-Total:</b> \$77.20  <b>Shipping/Handling:</b> \$0.00 <b>New Sub-Total:</b> \$77.20  <b>Sales Tax (7.25%):</b> \$5.60 <b>Final Total:</b> \$82.80  <b>Less Total Payments:</b> \$0.00  <b>Balance Due on Order:</b> <b>\$82.80</b> <b>Previous Acct. Balance Due:</b> <b>\$0.00</b>
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# Graduation Ceremony

## 2023 Folsom Lake College Commencement

Please join us in celebrating Folsom Lake College's Class of 2023 in person on:

 Thursday, May 18, 2023

 Two Ceremonies\*: 3:00 pm and 6:30 pm

 [Main Folsom Campus \(/about-us/maps-and-parking/main-folsom-campus\)](/about-us/maps-and-parking/main-folsom-campus), Harris Center for the Arts, Stage 1

\* Due to the large size of our graduating class, Commencement has been **split into two ceremonies with graduates by meta-major (/meta)** to allow each graduate to have at least four guests in attendance. After registering for Commencement, students will receive details regarding when and where to pick up Commencement guest tickets.

**Ceremony One at 3:00 pm** will include Public Service, Health, and Education (PSHE) and Science, Technology, Engineering, and Mathematics (STEM) graduates

**Ceremony Two at 6:30 pm** will include Business and Management (BUS) and Liberal Arts and Social Sciences (LASS) graduates

## General Information

### Who is eligible to participate?

Summer and Fall 2022 graduates and Spring 2023 candidates (who have petitioned for an associate degree by the Friday, March 3, 2023 deadline) may participate in the May 18, 2023 ceremony.

Students who meet the above requirements were emailed directly on April 20, 2023, with information on Commencement, the time of their assigned ceremony, and a link to RSVP. After registering for Commencement, students will receive details regarding when and where to pick up guest tickets.

### Can I tryout to be the student speaker?

One graduate will be selected as the student speaker for each ceremony. If you are interested in speaker tryouts, please contact Interim Student Life Supervisor Tony Humphreys for additional details at [tony.humphreys@flc.losrios.edu](mailto:tony.humphreys@flc.losrios.edu) (<mailto:tony.humphreys@flc.losrios.edu>).

### What if a graduate has final exams scheduled during the commencement ceremony?

Historically final exams have been scheduled until 9:00 to 10:00 pm on the last day of classes. Faculty have been asked to work with graduates to accommodate an alternate date and time to take the test. This should be the same practice for this year's two commencement ceremonies. Graduates are encouraged to make plans with their instructors.



QUESTIONS? ASK FALCO

# Before the Event FAQs

## Do I need to RSVP to participate?

Yes. Registration is mandatory in order to participate. All graduates were emailed directly on April 20, 2023, with a link to an online registration form for their specific ceremony time. The deadline to RSVP is Thursday, May 4, 2023, by 11:59 pm.

## What if I cannot attend my assigned ceremony time?

If you cannot attend the assigned ceremony time you received via email for your meta-major, please contact the Welcome and Student Success Center at [flc-welcomecenter@flc.losrios.edu](mailto:flc-welcomecenter@flc.losrios.edu) (<mailto:flc-welcomecenter@flc.losrios.edu>).

## How many guests can I bring to the ceremony?

Each graduate who registers to participate in Commencement will receive **four guest tickets** to attend their assigned ceremony. After registering for Commencement, students will receive details regarding when and where to pick up their Commencement guest tickets.

*If there are additional tickets*, students will be notified by Wednesday, May 10, and will have an opportunity to pick up additional tickets on a first-come first-served basis.

## Additional Ticket Information

- Tickets are required for all guests to attend Commencement ceremonies.
- Each graduate will receive four (4) guest tickets for their Commencement ceremony with the possibility of more tickets, if available.
- Tickets are free of charge, and cannot be bought or sold.
- Graduates do not need tickets for themselves.
- Children under the age of three who will sit on a guardian's lap during the ceremony do not require a ticket.
- The ticket must have a valid barcode to gain entry.
- Each ceremony has its own specific ticket. Guests cannot use a ticket for one ceremony to enter another ceremony.

## Where do I get my regalia (cap and gown)?

In order to participate in the ceremony, all graduates must be in full regalia. You must purchase your cap and gown in advance at the [FLC Bookstore](https://www.bkstr.com/losriosstore) (<https://www.bkstr.com/losriosstore>). The cap, tassel, and gown (teal mortarboard, teal and black tassel, and teal robe) are then yours to keep and are the required attire for the ceremony.

You have the option to purchase regalia in person in the FLC Bookstore at the main campus on the lower level of the Falcon's Roost (open Monday through Thursday from 9:00 am to 4:00 pm and Friday from 9:00 am to 1:00 pm) or [purchase online](https://www.bkstr.com/losriosstore/product/flc-regalia-package-848497-1) (<https://www.bkstr.com/losriosstore/product/flc-regalia-package-848497-1>). If you purchase online, make sure to give yourself enough time for shipping.

## Regalia Cost

### Associate Bundle (cap, gown, tassel set)

\$40.00 (Prices are subject to change.)

### Individual Regalia Items

Gown - \$28.00

Cap - \$7.00

Regular Tassel - \$5.00

**Other items you may purchase from the Bookstore (but not required)**

FLC Stole - \$36.00

Other Cultural & Custom Stoles - price varies

Honors Chord (3.0+ GPA) - \$12.00

Diploma Cover - \$12.75 *(Note: Graduates who walk in the ceremony will receive a complimentary diploma cover.)*

Diploma Frame - \$49.99

Mount Kit - \$10.99

Graduation Announcements - \$19.95

Graduation Bear - \$14.99

## Regalia Decoration

- Students may decorate their caps. All decorations must be appropriate and respectful for the occasion.
- Students may wear tassels, stoles, or cords representing other student programs/affiliations that they are involved in, such as Phi Theta Kappa, Veterans, EOPS, student government, athletics, etc, as well as other Los Rios cultural celebrations they participated in.
- Students may wear leis.

## I can't afford regalia. What should I do?

The Falcons Cares' Gowns for Grads program supports students in need with free access to graduation caps and gowns. Caps and gowns are provided through the generosity of donors and recent FLC graduates; availability may be limited. Contact Alina Kravchuk at [kravcha@flc.losrios.edu](mailto:kravcha@flc.losrios.edu) (<mailto:kravcha@flc.losrios.edu>).

## Event Day FAQs

### What time should I arrive?

### Ceremony One (Starting at 3:00 pm)

This is the Public Service, Health, and Education (PSHE) and Science, Technology, Engineering, and Mathematics (STEM) graduate ceremony.

- Graduates should arrive at 1:45 pm.
- Doors to the lobby will open for guests at 2:00 pm with Stage 1 doors opening at 2:30 pm.

### Ceremony Two (Starting at 6:30 pm)

This is the Business and Management (BUS) and Liberal Arts and Social Sciences (LASS) graduate ceremony.

- Graduates should arrive at 5:15 pm.
- Doors to the lobby will open for guests at 5:30 pm with Stage 1 doors opening at 6:00 pm.

## Where do I park? And do I need to pay for parking?

Parking is free on the day of Commencement — a semester or daily parking permit is not required. All graduates and guests should park in student parking. Be sure to follow all other parking rules, such as only parking in handicapped spots if you have the appropriately issued placard and no parking in fire or loading zones, as these violations could result in a ticket.

## Will photos or videos be taken?

Yes! There will be:

- Live stream coverage of the ceremonies will be available (URLs to come).
- [Ultimate Exposures](http://www.ultimateexposures.com/graduations/) (<http://www.ultimateexposures.com/graduations/>), will take professional photos during the ceremonies. Graduates will receive information on how to order.
- There will also be an FLC-branded backdrop set up in the Harris Center lobby for graduates to take their own photographs before and after the ceremonies.

## How do I get my diploma?

### Summer and Fall 2022 graduates

Diplomas have already been distributed to all 2022 graduates. You will receive a diploma cover when your name is read and you cross the stage at the ceremony. Note: Diploma covers are only given to graduates who participate in the ceremony.

### Spring 2023 degree candidates

You will not receive your diploma at the commencement ceremony. You will, however, receive a diploma cover. After grades for the Spring 2023 semester have been posted in early June, the Evaluations department will begin conducting final evaluations, followed by the posting of the degree on the transcript and ordering of diplomas. This is a lengthy process with many petitions to evaluate. Degree posting will occur by the start of August and your diploma will be printed by mid to late September. Please be sure to notify the Evaluations Department at: [flc-evaluations@flc.losrios.edu](mailto:flc-evaluations@flc.losrios.edu) (<mailto:flc-evaluations@flc.losrios.edu>), of any change of address.

## What items are prohibited?

For safety, sustainability, and security reasons, certain items are prohibited in the Harris Center for the Arts, such as, but not limited to the following:

- Flowers
- Balloons (mylar and latex)
- Silly string
- Confetti and glitter
- Any noise-making devices (i.e. air horns, whistles, drums, plastic horns, etc.)
- Weapons and dangerous devices of any kind

## Please Note: FLC is Alcohol, Drug, & Smoke-Free

Folsom Lake College is committed to maintaining a drug, alcohol, smoke, vape, and tobacco-free campus. Please see the college's [Alcohol, Drug, and Smoking Policies](/about-us/our-values/student-rights-and-responsibilities/alcohol-drug-and-smoking-policies) (</about-us/our-values/student-rights-and-responsibilities/alcohol-drug-and-smoking-policies>).

Students participating must adhere to the [Student Standards of Conduct](/about-us/our-values/student-rights-and-responsibilities/student-standards-of-conduct) (</about-us/our-values/student-rights-and-responsibilities/student-standards-of-conduct>). For the safety of everyone participating, students who violate these standards, including those found to be in the possession of or under the influence of alcohol or drugs, will not be allowed to participate in the Commencement ceremonies. Los Rios Police will also be on site.



# Questions

If you have additional questions after reviewing the information on this webpage, please contact the [Welcome and Student Success Center](#) (</admissions/welcome-and-student-success-center>), at [fic-welcomecenter@fic.losrios.edu](mailto:fic-welcomecenter@fic.losrios.edu) (<mailto:fic-welcomecenter@fic.losrios.edu>), or (916) 608-6702.

***We look forward to celebrating with our graduates and their family and friends on May 18th!***