

# http://www.csuci.edu/ira/index.htm

### Application Instructionally Related Activities Funds Request 2008-2009 Academic Year DEADLINE: Fall and Academic Year 3/14/08 Spring 10/15/08

Applications must first be sent to the appropriate program chair. Chairs will the recommend and route them to the Dean's Office for review and authorization. The Dean's Office will then forward them to the IRA Committee for consideration.

# Activity Title: Spring Performing Arts Production

Project Sponsor/Staff (Name/Phone): Catherine Burriss, x3126 Activity/Event Dote(s): April 17-9, 24-26, 2009 (Event requests are pending on the R25

Date Funding Needed By: February 1, 2009

\*\*Please Note that for Fall Requests the earliest that you will be notified of funding availability will be early June 2008 and for Spring Requests early January 2009.

# Please check if any of the following apply to your IRA

Equipment Purchase	a apply to your IKA:
X Event	Field Trip
IT Requirements International Travel X Space/OPC Requirements Infrastructure/Remodel Other	Participant data collection for public dissemination, i.e., interviews/sumsous.tl
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Previously Funded: XYES NO Yes, Request # \_219\_\_\_

Does your proposal require IRB (Institutional Review Board) approval: Yes XNo

Assessment submitted for previously Funded Activity: XYES

NO

Academic Program or Center Name and Budget Code: Performing Arts, 731

Date of Submission: 10/15/2008

Amount Requested: \$7400 (Should match item 2, E, on page 4)

Estimated Number of Students Participating: 200-400

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#### Application Instructionally Related Activities Funds Request 2008-2009 Academic Year

# **Conditions and Considerations**

**Equipment Purchase**-If requesting large equipment, Project Sponsor must show proof of correspondence with OPC Administration. In addition, all other purchases must follow Procurement Guidelines

**Events**-Attach copy of Events and Facilities Use Request Form (Public Folders-Events & Facilities folder) Consider time frame for set-up and take down. (EFUR no longer applicable; event requests are pending on the R25 events calendar.)

**Participant Data Collection for Public Dissemination-**If Project Sponsor proposes to conduct research with human participants then it may be subject to IRB (Institutional Review Board for the Protection of Human Subjects) review. It is the Project Sponsor's responsibility to inquire with the IRB <u>prior</u> to IRA application submission to determine if the project is exempt from IRB review so that funding is not delayed. Please indicate on the cover page if your project is exempt from IRB review.

Field Trip-If approved. Identified Risks of Participation and Release Agreement must be submitted for each student to the Program Office (Public Folders-HR Forms).

IT Requirements-Requires proof of correspondence and approval from IT Administration

International Travel-Requires International Travel application be submitted to Center for International Affairs.

**Risk Management Consultation**-Requires proof of correspondence with Risk Management.

Space/OPC Requirements, infrastructure/Remodel-Requires proot of correspondence with OPC Administration .

Late Submission (Deadlines: Fall 3/14, Spring 10/15)-Requires explanation for emergency funding.

**Fiscal Management:** Project Sponsor's program will be responsible for all costs incurred over and above what is funded through the IRA award and will be responsible for seeing that any revenue that is intended to offset the amount of the IRA award is transferred accordingly.

### Application Instructionally Related Activities Funds Request 2008-2009 Academic Year

## **Requirements and Signatures**

Please provide the following in your application:

# 1. Brief Activity Description.

Following in the footsteps of last spring's wildly successful inaugural production, the Performing Arts program will be working in collaboration with the Art program to mount a second annual full production, produced as part of two sections of PATH 481 Production (one taught by PA faculty. Catherine Burriss; one taught by Art faculty. Rachel Myers). Both sections are open to all majors, and campus-wide auditions will be held. Considering the unexpected obstacles faced last year (site change; ambient noise), and the anticipated challenges of the ongoing infrastructure construction project and limited campus theatrical facilities, we are working with Associate Dean Dan Wakelee, OPC, and Parking & Transportation to determine the optimal location for the performance. The play choice is heavily dependent on the location, but three options are currently under consideration (see map on page 7 for reference to the outdoor locations): A. Shakespeare's moody romantic comedy, Love's Labour's Lost, staged on the grassy hill northwest of the Hub. B Shakespeare's zany neoclassical comedy, The Comedy of Errors, staged in the "band shell" in the North Quad; and C. Eugene Ionesco's darkly hilarious absurdist drama, Rhinoceros, staged in Malibu 140. Under the stage direction of Catherine Burriss and the design direction of Rachel Myers, students will act, sing, dance, and work behind the scenes to collaboratively bring to life one of these great plays for the enrichment and entertainment of the campus and local communities.

# 2. Relation to IRA to Course Offerings.

The following courses, among others, will be directly or indirectly related to the production (students will either actually be involved in the production or required or encouraged to attend a performance).

## 3. Activity Assessment.

Although we hope this grant will allow us to admit CSUCI students for free, we will still keep records of audience attendance, as well as conduct informal surveys of participants' experiences. Also, the SETEs for both sections of PATH 481 will assess this activity.

- 3 -

### 4. Activity Budget.

\$12,000 (**\$7400 requested from IRA**) Since the location is still being determined, the budget is mostly estimated. Please keep in mind that those estimates are intentionally high to account for unforeseen, but unlikely, expenditures.

The \$6000 in rentals includes a high estimate of \$5000 for renting indoor audience risers, or \$3800 for outdoor risers and \$1200 for outdoor gas patio heaters, and \$1000 for renting any other equipment (lighting, sound, etc.) not owned by Performing Arts. We anticipate, but cannot guarantee, being able to lower these costs considerably by seeking in-kind donations (for example, a business like Delicate Electronics will not charge us for rental fees on equipment, but only for delivery expenses; and last year, Fence Factory donated cyclone fencing free of charge for the set). We cannot seek these donations until we determine a location.

The \$1000 OPC chargeback is a necessarily high estimate; the real cost will depend on the location, and should be much lower. OPC charged us \$150 for power extension last time.

The increase in budget from last year's request reflects the lessons learned from mounting a production with little established infrastructure and no prior experience of audience turn out. For example, the only major complaints we heard from our surprisingly large audiences last time was that they could not see from the back and that it was too cold, so we are budgeting for rental of audience risers that will eliminate visibility problems (either indoors and outdoors) and for gas patio heaters (if outdoors). Also, last time we relied extensively on experts volunteering time for coordinating technical load-in, running of the show, and strike; however, that amount of volunteerism is neither sustainable nor professional in the long term, thus we are including honoraria for a Lighting Director (John Price, lecturer in Computer Science) and a Technical Director (TBD). The honoraria are \$1000 each, roughly \$100/day for the ten long days of load-in, technical rehearsals, performances, and strike—this still assumes several hours of unpaid volunteer time to consult, attend planning meetings, etc.

We plan to both save money and increase student learning opportunities and participation by finding graphic design-oriented Art students to design the poster and program (as a project either for the Art Capstone or Graphic Design courses).

## 5. Sources of Activity Support.

The Performing Arts program, ticket sales, and funds sought through Advancement will cover the expenses not requested from IRA (i.e. the copier chargeback, set and costumes supplies, and a portion of the rental costs).

Last year, we requested IRA funding to cover scenic and costume design purchases, but this year we hope to cover those expenses by securing unrestricted donated funds (in conjunction with Advancement). This should remove the general funds' restrictions that ended up overburdening faculty and limiting student designers' experience last year (a large part of the costume design, for example, involves shopping for specific items, but last year only faculty could make purchases and be reimbursed for them).

Any gaps or cost overruns should be covered by non-student ticket sales: \$15 general public; \$10 CSUCI faculty/staff; \$5 non-CSUCI student; free to CSUCI students. Ticket sales for three performances amounted to \$2800 last time. Since we did met demand and did not turn anyone away last year, and since we will have a smaller cast and more formal seating this time around, a conservative estimate of \$2000 in ticket revenue for this year's expanded run seems reasonable, though it is still by no means guaranteed. Please note that we hope to work with Brown Paper tickets or a similar online box office service to avoid the chaos of unexpectedly large audiences experienced last year; however, this more formal system may limit our ability to offer totally free tickets to students and discounts to faculty and staff. Our goal is to formalize the box office system, while keeping tickets free and easily accessible to students, so we are still looking for the best solution.

7. Acknowledgment. Project Sponsor and Program Chair acknowledge that they have reviewed and accepted the Conditions and Considerations detailed on page 2.

Signatures and Dates

Dean

Catherine Scott Burriss, Ph.D., Project Sponsor

10, 15 2005

Date

patrick Jacquelyn Kilpattick, Ph.D

Chair/Director

10-15-08 Date

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10-10-01

### Application Instructionally Related Activities Funds Request 2008-2009 Academic Year

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## ACTIVITY BUDGET FOR 2008-2009

1. Operating Expense Budget

A. Supplies	_2500.00 (Set and costumes)
B. Vendor Prinling	400.00 (Posters and programs)
C. In-State Travel	
D. Out-of-State Travel	
E. Equipment Rental (1400	<del>;;6000.00</del> (Risers, heaters, etc.—see #4, pg 4)
F. Equipment Purchase	
G. Contracts/Independent Contrac	ctors
H. Honorarium	_2000.00 (2 people for 10 days @ \$100/day)
1. OPC Chargeback	1000.00 (estimate)
J. Copier Chargeback	100.00
K. Other (Please Specify)	
TOTAL Expenses	12,000.00
2. Revenue	
A. Course Fees B. Ticket Sales	N/A 2000.00 (estimate)
C. Out of Pocket Student Fees	
(exclusive of course fees) D. Additional Sources of	N/A
funding (Please specify	
And indicate source)	_2600.00 (see#5, pg 4)
E. Requested Allocation from IRA	\$7400.00
1otal Revenue	12.000.00

### Application Instructionally Related Activities Funds Request 2008-2009 Academic Year

Possible Performing Arts Spring Production outdoor sites

A The sloping lawn NNW of the Hub.

# B The "Band shell" in the North Quad

(Colored lines represent infrastructure project street closure.)



COST RECOVERY EVENT Work Order

6/9/2009 CR-EV 015179

Location ID Equipment I Serial : PM Number Account:	D:	MALIBU		IEATRE, ROOM 140	D	Room: Requester: Contact: Phone :	AMBER WEIR CATHERINE BURRISS 510-384-0769	
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# INVOICE

Project

**Customer Information** 

CSUCI Catherine Burriss



posted

358 storke road goleta, ca 93117 ph 805.845.5300 fax 805.845.5301

Invoice Date	4/8/2009
Invoice No.	04-123
P.O. No.	Catherine Burriss

Once In A Lifetime

ltem	Quantity	Unit Price	Ext Price
COLOR S/S: 17 X 11 - 28# Lazer Cutting - per cut	25	0.78 0.99	19.50 0.99
Color: D/S LaserCardStock Cutting - per cut	25	0.98 0.99	24.501 3.961
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		Subtotal Tax (8.75%)	\$123.95 \$10.85

Just A Reminder: We offer free pickup and delivery on all proofs and orders! Thank you for your business!

# INVOICE

**Customer Information** 

CSUCI Catherine Burriss





358 storke road goleta, ca 93117

ph 805.845.5300 fax 805.845.5301

Invoice Date	4/17/2009
Invoice No.	04-219
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Project	Printing

ltem	Quantity	Unit Price	Ext Price
COLOR S/S: 8.5 X 14 - 28# Lazer 4/1 Folding: Hand	500 500	0.40 0.05	200.00T 25.00T
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		Subtotal	\$268.06
		Tax (8.75%)	\$23.46
		Total	\$291.52

Please do not hesitate to call us @ 805.845.5300 with any questions. Just A Reminder: We offer free pickup and delivery on all proofs and orders! Thank you for your business!

UNIVERSAL	UNIVERSAL CITY STUDIOS, INC. STUDIO OPERATIONS GROUP 100 UNIVERSAL CITY PLAZA UNIVERSAL CITY, CALIFORNIA 9160	BILLING BILLING	P52	223119
Rented or Sold To Address	California State University CSU Channel Islands			04/14/2009
	One University Drive Bell Tower West 1199			Set No. 5408 003
Ordered By	Camarillo, Ca 93012 Catherine Scott Burriss		08	artment Drapery
Telephone	Rachel Myers Attn:		Rental Start	4/14/2009
Customer P.O. No.	Production No.	Set/Location	Rental Return	4/28/2009
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FOR RENTAL INFORMATION CALL 818 777 3000

# California State University Channel Islands EMPLOYEE REQUISITION/PERSONNEL ACTION REQUISITION FORM (Rvsd 8/07) Please follow the Requisition Guidelines for assistance. Incomplete Requisitions (Rvsd 8/07)

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## Request for Consulting Services Form Academic Affairs CSU Channel Islands

Social Security #:

Name and Address of Consultant: John Price 28 Gitana Ave Camarillo, CA 93012 Telephone and Email: (805)437

(805)437-8959 john.price@csuci.edu

**Brief Statement of Scope of Work:** Directing students regarding the design and set up of lighting for the Spring Performance and advising Faculty.

**Relevant Skills and Academic Background of Consultant:** CSUCI lecturer of Computer Science, degree in Technical Theater.

Product or Deliverables of the Employment:

**Consulting Period:** 

**Start and Completion Dates:** 

April 3, 2009

April 26, 2009

Recommended Amount or Compensation: (*PLEASE NOTE: <u>Amount must be</u>* <u>reflected as a "daily" and NOT hourly amount</u>.

\$100 per day, not to exceed \$1,000.00

Recommended by: Jaquelyn Kilpatrick, English & Performing Arts chair

A-LVaidoz Approved By:\_\_

Spring Performine Arts

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minimum 0750, 07	rate, I ce 51, 0753,	and 0754 perta	st of operating to vehi	icle safety a	ind seat b	elt usage			d, and that		mot no ioi					1
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# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS Lost/Missing Receipt Form

• IMPORTANT: For lost air tickets, car rental and hotel receipts, a duplicate must be obtained and submitted with this completed form.

I, <u>Claimant's Printed Name</u> , have either not received or misplaced (Claimant's Printed Name) a receipt for items purchased as described below.
This affidavit is submitted in lieu of original receipt and attests:
<ul> <li>No original receipt for this expense is available. I have attached a duplicate of the receipt from the billing agency and proof of payment.</li> <li>If the item was purchased with cash and a replacement receipt cannot be obtained check here:</li> <li>The expense was incurred on behalf of University business.</li> <li>The item and amount of the expense are accurate.</li> </ul>
• No reimbursement of this expense has been or will be sought or accepted from any other source.
3/7/D4 3/13/09
Amount of Receipt: <u>\$8.00</u> Date of Receipt: <u>314/09</u>
Vendor Name: LA Garment District / Public Parking
Description of expense: \$6.50 = COSTUME jewelry for "Once in a hifetime" \$3.00 = LA Garment District Public Parking
* 8.00 = LA Garment District Public Parking
Claimant's Signature Camer Delgado Date 64409
Approved by:
Print Name / 6/1/09 Date Date
Print Name Signature Date

Submit this affidavit with the other receipts with the Travel Expense Claim form which is used for travel as well as other business-related reimbursement.

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Rev A (02/08)

TE , tor herine Burriss.

Total id amount and publick

Sent to her 6/

SPECIAL EVENT Central Parking System 044-718 SPECIAL EVENT 044-718 044-718

Car is accepted for parking only. We assume no liability for fire, theft or damage in any case, except through our own negligence. In no event will we assume liability for damage or injury sustained through faulty brakes or other equipment failure. All claims for adjustments must be presented before vehicle leaves facility. Not responsible for articles left in car, including, but not limited to, C B Radios, antennas, tape decks and tape cartridges, or after closing time. No employee has authority to vary or increase our liability. Notice to company employees of personal property left in car poses no liability on company for its loss or damage. Lot operating hours as posted.



3- 1- 9 4 8 51 -270 0 \* Costine Ó ¢ 34 \*5: n 51 Downtown 10 £1 ° 5. 14 採 3 1-.9 8 #1 -28a

Americana at Brand
RECEIPT
EX 2 03/13/09 20:48 Receipt 078085
Short-term parking tkt 1 - No. 033550 03/13/09 19:35 03/13/09 20:48 Period Odlh14
(Ust.) \$3.00
Total? \$3.00
Payment Received VISA 123100 Merch: 178183101991 Auth:07274C Type: Keyed Brand
Sub Total \$3.00
All Amounts in USD. Deliv. Date=Receipt Date
818 <b>Thank go</b> y for your visit at The Americana at Brand

# **Regina Rogers**

339 ¼ S Ave 52 Los Angeles, CA 90042 Phone (818) 434-4356

#### TO:

Merissa Stith CSU Channel Islands 1 University Dr. Camarillo, CA 93012 805-437-3272

# Sent to AP 4/27/09 INVOICE

INVOICE #001 DATE: APRIL 23, 2009

DATE: APRIL 23, 2009

**FOR:** Draper/Alteration Supervision of "Once in a Lifetime" Production PO# 7381

Make all checks payable to Regina Rogers.

# **Purchase Order**

ЧЬ	THE TRUSTEES OF	the California State University	Page 1	Date 03/20/2009	Revision	Purch 00000	ase Order 07381
yy	CHA	NNEL ISLANDS	Payment To Net 30	erms	Freight Terms FOB-Destination		Ship Via BestMethod
		······································	Business U CICMP	Init			Origin ONL
CSU Channel Camarillo, C			Ship To:	Receiving W One Univers			
Vendor:	000000554	0		Attn: Receivi Camarillo C/ 805/437-318			
339 1/4 S	es CA 90042		Bill To:	One Univers Attn: Accoun Camarillo CA 805/437-840	ity Drive ts Payable \ 93012		
Line-Sch-Rcv	Quantity	UOM Item/Description			Unit Price	Extended Amt	Due Date
1 - 1 - N	1,700.00	DLR Draper/Alteration Supervisor			1.00	1,700.00	04/23/2009

Reference Quote dated: 2/23/09 Both Rider B & Exhibit A apply For the Performing Arts Spring 2009 Production

Total:	1,700.00
Freight:	0.00
Sales Tax:	0.00
Subtotal:	1,700.00

Contractors are responsible for familiarity with California State University (CSU) General Provisions for Commodity and Service **CERTIFICATION AND APPROVAL OF PURCHASE ORDER** I hereby certify on my own knowledge that this order for the purchase of the items specified is issued in Acquisitions. These provisions are available via the Internet at www.calstate.edu/csp/general.html or by request at the Purchasing Office at the address listed above. accordance with the procedure prescribed by law governing such items for the Trustees of the CSU and that all such legal requirements have been met. Delay in Shipment: If you cannot fill this order without delay, notify the University Purchasing Office immediately of the probable delivery date. Changes: No change or modification in terms, quantities, or By: specifications may be made without the express authorization in Ilene Soto Goods & Services Buyer Tel: 805/437-8481 writing from the University Purchasing Office. No other CSU Fax: 805/437-8486 email: ilene.soto@csuci.edu officer or employee may authorize changes.

# Sent 3/16/09

# REQUEST FOR GOODS & SERVICES (RGS)

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\_\_\_\_

\_\_\_\_

PO #: \_\_\_\_\_

Procurement	use only
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New Vendor:	
Vendor Name	Regina Rogers
Address:	339 1/2 S. Avenue 52
City/State/Zip:	Los Angeles, CA 90042
Phone:	818-434-4356
Fax:	
E-mail:	gingarogers@gmail.com
Sales Rep:	

CHANNEL ISLANDS

R	equestor Name:	Date: Merissa Stith	3/9/2009
	none:	x3272	
De	ept #/Name:	AA	
* De	elivery Date:	4/27/2009	
Qı	uote #:		
N.4.		(Please attacl	

Matching rules: \* E-mail copies to:

🗌 3-way 🗹 2-way merissa.stith@csuci.edu

receiving@csuci.edu

					Receiving	instruction	S:	Bldg:		Rm #:	
Catalog/Part #	Description	UOM	<u>QTY</u>	Unit Price	Ext. Price	Account #	Fund	Dept #	Program	Class	Project
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State Contract	#:			Total	\$1,700.00			0	- n		
Contract Admii	nistrator:			Signatures/			Print n	ame/Si	gnature		
Phone:				IT/OPC Mgr			1 11114	annoron	gnature		
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E-mail:					order is IT rela	ated: An app	oroval sig	nature p	nust be obt	ained.	
			ļ	Chair/Dept.	Budget:	1AX	ilpat	trick			
				Dean/Directo		AL	hver	L	3/12/09		
						1 M	nin	- K	3119		
				Division VP/			7_		>		
				President (if	required):						

Regina Rogers 339 ½ S. Avenue 52 Los Angeles, CA, 90042 February 23, 2009

Catherine Burriss Assistant Professor, Performing Arts California State University Channel Islands 1 University Drive Camarillo, CA 93012

Dear Catherine Burriss:

You recently requested pricing information from our company. Here is our quote:

Service	Hourly rate	Estimated cost
Draper/Alteration Supervisor		
	Total	\$ 1700.00
	Tax	
	Grand total	\$ 1700.00
	Delivery date	

Thank you for giving us the opportunity to bid for your business.

Sincerely,

Regina Rogers Wardrobe Supervisor

# (Required in lieu of IRS W-9 when doing business with the State of California)

7

Note: Governmental Entities, federal, state, and local (including school districts) are not required to submit this form.

Note: Governme	ting state agency before forwa	rding to the payee					
1 DEPAR PLEASE STREE RETURN One TO: CITY, S Can TELEF (80)	De completed by the requesting state agency before forwa TMENT/OFFICE Channel Islands T ADDRESS University Drive STATE, ZIP CODE harillo, CA 93012 PHONE NUMBER 5) 437-8400 SINESS NAME	<b>PURPOSE:</b> Information contained in this form will be used by state agencies to prepare Information Returns (Form 1099) and for withholding on payments to nonresident vendors. Prompt return of this fully completed form will prevent delays when processing payments.         (See Privacy Statement on Page 2)					
Req 339 Mailling Ar	INA ROCKES VA S. Ave 52 DDRESS (Number and Street or P.O. Box Number) CA 90092 TE, and ZIP CODE)						
3 PAYEE ENTITY INFORMATION	CHECK ONE BOX ONLY  LEGAL CORPORATION  MEDICAL CORPORATION  EXEMPT CORPORATION (Non-profit)  ALL OTHER CORPORATIONS	PARTNERSHIP ESTATE OR TRUST	NOTE: State and local governmental entities, including school districts are not required to submit this form.				
	515171-18131-1717192 Re	FULL NAME Eqing Ellen Rogers	NOTE: Payment will not be processed without an accompanying taxpayer I.D. number. NOTE:				
4 PAYEE RESIDENCY	CHECK APPROPRIATE BOX(ES) California Resident - Qualified to do business in business in CA. Nonresident (See Page 2). Payments for service	CA or a permanent place of ces by nonresidents may be subject	a. An estate is a resident if decedent was a California resident at time of death.				
STATUS	to state withholding.	ANCHISE TAX BOARD ATTACHED	<ul> <li>b. A trust is a resident if at least one trustee is a California resident. (See Page 2)</li> </ul>				
5	I hereby certify under penalty of perjury th is true and correct. If my residency status		document rm you.				
CERTIFYING SIGNATURI	G AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Phr		TELEPHONE NUMBER 818 - 434 - 435				



# INVOICE

Invoice Date	Invoice No
4/10/2009	12739

Bill To

CSUCI Foundation Accounts Payable One University Drive Camarillo, CA 93012 Ship To CSUCI Foundation - Malibu Hall One University Drive Camarillo, CA 93012

P.O. No.	Terms	Ship Date	Ship Via	FOB	Orden Dal
Catherine	Net 30	4/10/2009	deliver	Camarillo,CA	Order Date
		I I		Camanilo,CA	
And the second sec	oduct Description	1	QTY	Unit Price	Line Total
Lee 218-228 gel sheet Lee 218-228 gel sheet Polyken gaffer tape, 2 i	035		3 2 6	6.75 6.75 14.00	20.25 13.50 84.00
Thank you!				Subtotal:	\$117.75
				Sales Tax: (8.25%)	\$9.71
A State Contractor's Lice	ense #835806	****		Total:	\$127.46
lease note: Interest of 1 ast due 30 days.	.0% per month charg	ed on all accounts		Payments/Credits:	\$0.00
				Balance Due:	\$0.00 \$127.46

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\$1

874 Verdulera Street \* Camarillo, California 93010 \* Phone: (805)484-8139 \* Fax: (805)388-1037 \* Email: desi@delicate.com

Regina Rogers 339 ½ S. Avenue 52 Los Angeles, CA, 90042 February 23, 2009

Catherine Burriss Assistant Professor, Performing Arts California State University Channel Islands 1 University Drive Camarillo, CA 93012

Dear Catherine Burriss:

You recently requested pricing information from our company. Here is our quote:

Service	Hourly rate	Estimated cost
Draper/Alteration Supervisor		
		······································
	Total	\$ 1700.00
	Tax	·······
×	Grand total	\$ 1700.00
	Delivery date	

Thank you for giving us the opportunity to bid for your business.

Sincerely, Regina Rogers

Wardrobe Supervisor

#### PAYEE DATA RECORD

## (Required in lieu of IRS W-9 when doing business with the State of California)

STD 204 (Rev. 2-2000)

# Note: Governmental Entities, federal, state, and local (including school districts) are not required to submit this form.

SECTION 1 must be completed by the requesting state agency before forwarding to the payee

1	DEPARTMENT/OFFICE	PUPPOSE: Information cont	ained in this form will							
h	CSU Channel Islands	<b>PURPOSE:</b> Information contained in this form will be used by state agencies to prepare Information								
PLEASE	STREET ADDRESS	Returns (Form 1099) and for withholding on								
RETURN TO:	One University Drive	ors. Prompt return of								
		Y, STATE, ZIP CODE this fully completed form will								
	Camarillo, CA 93012	processing payments.								
	TELEPHONE NUMBER (805) 437-8400	(See Privacy Stateme	nt on Page 2)							
	E'S BUSINESS NAME									
2	a									
	Keging Rogers									
_	Regina Rogers 3914 S. Ave 52									
MAI	NG ADDRESS (Number and Street or P.O. Box Number)		· · · · · · · · · · · · · · · · · · ·							
1	A									
	A <u>CA 90092</u>									
(CITY	, STATE, and ZIP CODE)									
	· · · · · · · · · · · · · · · · · · ·									
3	CHECK ONE BOX ONLY									
PAYEE			NOTE: State and							
ENTITY	LEGAL CORPORATION	PARTNERSHIP	local governmental							
INFORMATI	ON MEDICAL CORPORATION	ESTATE OR TRUST	entities, including							
	EXEMPT CORPORATION (Non-profit)		school districts are not required to							
			submit this form.							
	ALL OTHER CORPORATIONS FEDERAL EMPLOYER'S IDENTIFICATION NUMBER (FEIN)									
			NOTE: Payment will not be							
	X INDIVIDUAL SOLE PROPRIETOR		processed without							
	SOCIAL SECURITY NUMBER OWNER'S FUL		an accompanying							
	515171-18131-1717192 Requ	ng Ellen Rogers	taxpayer I.D. number.							
4	CHECK APPROPRIATE BOX(ES)	······	NOTE:							
4			NOTE.							
	🔟 🔟 California Resident - Qualified to do business in CA o	r a permanent place of	a. An estate is a							
PAYEE RESIDENC	business in CA.		resident if decedent was a							
STATUS	Nonresident (See Page 2). Payments for services by	nonresidents may be subject	California resident							
	to state withholding.		at time of death.							
	WAIVER OF STATE WITHHOLDING FROM FRANCH	ISE TAX BOARD ATTACHED	b. A trust is a							
			resident if at least one trustee is a							
		N Contraction of the second seco	California resident.							
			(See Page 2)							
5	I hereby certify under penalty of perjury that the									
	is true and correct. If my residency status shoul	d change, I will promptly inform y	ou.							
CERTIFYING		TITLE	<u></u>							
JIGNATURE	Regina Rogers									
	SIGNATURE		PHONE NUMBER							
	hortes	03/23/08 818	-434-4356							
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<i>x</i>			PALE	1-0	AM/PM)	100	FORM	PREPAR	ED BY:		EVTEN				4/29/09
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4/8/09	052316 (LA Vendor)					1	+-			+ +			0.00	77.47 30.59	\$77.47
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	Button & Trim Expo						1						0.00	7.00	10.37
4/9/09	Imperial Trimming						1						0.00	15.72	7.00
UBTOTAL		\$0.00	\$0.00	\$0.00									0.00	10.93	15.72
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THE HOME DEPOT 1 401 & VENTURA BLVD CAMARILLO, CA 93010 (805)389-9	.012 918	11422 M	hoorpark Street · Studio 8) 755-9559 FAX (Ala)	Aser at the	ions/
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MICHAELS STORE #2008 (818)291-0944

219 N. GLENDALE AVE. GLENDALE, CA 91206



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