

Matt Cook
Student Affairs
Student Affairs
Faculty
Marie
Merissa
Me
Jacque

Timeline of Tasks for Campus Reading Celebration

Summer

Early Fall

- Send out letter via Dolphin email to all students inviting participation in CRC program (appendix A)
- Be sure CRC website is current
- Coordinate any activities related to CRC
- Compile list of classes using CRC book this semester
- Convene Task Force; solicit suggestions for *next year's* CRC Book
 - Receive and compile suggestions
 - Review suggestions with Task Force; put out finalists for vote
 - Contact author to invite to campus
 - Set date for author visit; reserve date on campus calendar
 - negotiate schedule of events with author
 - Send information packet to author (appendix B)
 - arrange with bookstore to have books available by late spring
 - coordinate with DAS to provide book in alternative format for students requiring accommodations

6 weeks-1 month prior to Author visit:

- Coordinate with Marketing & Communications about advertising
- Coordinate with Library to produce posters, etc.
- Check in with author, make final travel arrangements
- Meet with steering committee to confirm arrangements
- Coordinate with anyone participating in logistics (picking up author, taking author to lunch/dinner, etc)
- Arrange for president/provost/other to introduce author
- Coordinate with bookstore to sell books at event
- Send out reminder of author visit to campus global; dolphin email, Blackboard
- Coordinate with Beatrice for IRA fund expenditures

Author visit:

- Act as host
- Be on call
- Attend events
- Coordinate with Student Affairs representative on assessment of event

Spring

- Submit request for IRA funds
- Send out announcement of next year's CRC book to faculty & ask them to adopt for classes

**CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS
RISK IDENTIFICATION AND EVALUATION**

A number of factors are important when considering deviation from standard University insurance and hold harmless requirements. This form is to be completed when making this decision. After consideration of these factors it may be in the best interests of the University to alter standard insurance and hold-harmless provisions (e.g. in low liability situations or for activities that are critical to the University.)

REGARDING EVENT: Campus Reading Celebration ON DATE 10/3-4/11

1. What activities will take place?

This event involves a guest speaker whose engagement is limited to time and space provided. Speaker does not incorporate inherently dangerous props into the presentation. The event is primarily spoken-word, with possible use of audio-visual equipment.

2. Who could be harmed?

The speaker could be harmed while traveling or while on campus. Audience members could be harmed while in attendance. Potential injuries could include physical harm or emotional distress. The reputation of the University could be damaged as a result of the community's reaction to a speaker or presentation topic.

3. What property could be damaged and how severely?

Due to attendance size, vehicles accidents may occur, resulting in indeterminate damage. Campus-loaned or personally owned audio-visual equipment may be lost or damaged.

4. What is the maximum likely loss for each activity?

Maximum losses could stem from totaled vehicles. Serious accidental bodily injuries are remotely possible. To date, events of this nature and size and have not resulted in claims against California State University Channel Islands.

5. Is there a possible pollution exposure?

Event does not involve materials or substances that would be considered dangerous or environmentally unsafe.

6. Are crowds or bystanders/passersby likely to be involved?

A controversial or particularly popular speaker could draw a larger than expected audience, increasing the possibility of an injury to a bystander or passerby.

7. Will inherently dangerous activities be involved?

This event is limited to a spoken-word presentation, without demonstrations or active audience participation.

8. How likely is it that the University will be a defendant in the event of a loss?

The possibility of litigation always exists, however the risk of a claim or litigation stemming from a low risk event such as this one has been appropriately considered.

Completed by: NJ Kilpatrick

Reviewed By: _____

Approved _____ For Time Period _____ Not Approved _____



Office of the President
University of Cincinnati
PO Box 210063
Cincinnati OH 45221-0063
Phone (513) 556-2201
Fax (513) 556-3010
Email president@uc.edu

September 16, 2011

California State University- Channel Islands
One University Drive
Camarillo, CA 93012

Dear University Representative,

I am pleased to accept your offer to participate in the Campus Reading Celebration at the California State University at Channel Islands from October 3-5, 2011. I will accept your offer of \$11,000 in honorarium for my services to be paid at the completion of my attendance. I understand that the \$11,000 amount includes coverage of my air travel expenses and hotel accommodations during my stay.

I also understand that California State University- Channel Islands will be responsible for the arrangement and payment of all necessary ground transportation for me during my stay, including: my travel to and from the airport; my travel to and from the hotel of my choosing; and my travel to and from the speaking engagements and events during my stay.

For your records for payment of the honorarium, my Social Security Number is 310-44-0131.

I look forward to hearing from you and visiting the campus. If you have any questions, I can be reached at my office at (513) 556-2201.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gregory H. Williams'.

Gregory H. Williams
President

Devins, Mary

From: auto-confirm@amazon.com
Sent: Thursday, August 04, 2011 8:49 AM
To: Devins, Mary
Subject: Your Order with Amazon.com

Thanks for your order, Mary Devins!

Want to manage your order online?

If you need to check the status of your order or make changes, please visit our home page at Amazon.com and click on Your Account at the top of any page.

Purchasing Information:

E-mail Address: mary.devins@csuci.edu

Billing Address:

Mary Devins
CSU Channel Islands
1 University Dr
Camarillo, CA 93012-8599
United States

Shipping Address:

Mary Devins
CSU Channel Islands
1 University Dr
Camarillo, CA 93012-8599
United States

Order Grand Total: \$130.56

Get the [Amazon.com Rewards Visa Card](#) and earn **3% rewards** on your Amazon.com orders.

Order Summary:

Shipping Details : (order will arrive in 1 shipment)

Order #: [104-6614915-9471465](#)
Shipping Method: FREE Super Saver Shipping
Shipping Preference: Group my items into as few shipments as possible
Subtotal of Items: \$130.56
Shipping & Handling: \$14.88
Super Saver Discount: -\$14.88

Total for this Order: \$130.56

Delivery estimate: Aug. 10, 2011 - Aug. 13, 2011

12 "Life on the Color Line: The True Story of a White Boy Who Discovered He Was Black"

Gregory Howard Williams; Paperback; \$10.88
In Stock

Sold by: [Amazon.com LLC](#)

130.56

**Need to print an invoice?**

Visit www.amazon.com/your-account and click to view your orders. Click "View order" next to the appropriate order. You'll find a button to print an invoice on the next page

Where can I get help with reviewing or changing my orders?

To learn more about managing your orders on Amazon.com, please visit our Help pages at www.amazon.com/help/orders/.

Please be aware that items in this order may be subject to California's Electronic Waste Recycling Act. If any items in this order are subject to that Act, the seller of that item has elected to pay any fees due on your behalf.

Please note: This e-mail message was sent from a notification-only address that cannot accept incoming e-mail. Please do not reply to this message.

If you ever need to return an order, visit our Online Returns Center: www.amazon.com/returns

Thanks again for shopping with us.

[Amazon.com](http://www.amazon.com)

Earth's Biggest Selection



Prefer not to receive HTML mail? [Click here](#)

Devins, Mary

From: auto-confirm@amazon.com
Sent: Friday, July 29, 2011 12:43 PM
To: Devins, Mary
Subject: Your Order with Amazon.com

Thanks for your order, Mary Devins!

Want to manage your order online?

If you need to check the status of your order or make changes, please visit our home page at Amazon.com and click on Your Account at the top of any page.

Purchasing Information:

E-mail Address: mary.devins@csuci.edu

Billing Address:

Mary Devins
CSU Channel Islands
1 University Dr
Camarillo, CA 93012-8599
United States

Shipping Address:

Mary Devins
CSU Channel Islands
1 University Dr
Camarillo, CA 93012-8599
United States

Order Grand Total: \$165.72

Get the [Amazon.com Rewards Visa Card](#) and earn **3% rewards** on your Amazon.com orders.

Order Summary:

Shipping Details : (order will arrive in 1 shipment)

Order #: [104-5386897-3521868](#)
Shipping Method: FREE Super Saver Shipping
Shipping Preference: Group my items into as few shipments as possible
Subtotal of Items: \$165.72
Shipping & Handling: \$17.46
Super Saver Discount: -\$17.46

Total for this Order: \$165.72

Delivery estimate: Aug. 4, 2011 - Aug. 6, 2011

2 "The National Parks: America's Best Idea"

Dayton Duncan; Paperback; \$21.43

In Stock

Sold by: [Amazon.com LLC](#)

9 "Life on the Color Line: The True Story of a White Boy Who Discovered He Was Black"

Gregory Howard Williams; Paperback; \$10.88

In Stock

Sold by: [Amazon.com LLC](#)

97.92

+97.92
100.00 - 2.08 = 97.92

1 "El hombre del bar/ The Man from the Bar (Leer En Espanol Level 2) (Coleccion Leer En Espanol: Nivel 2) (Spanish Edition)"

Jordi Surís Jordá; Paperback; \$9.99

In Stock

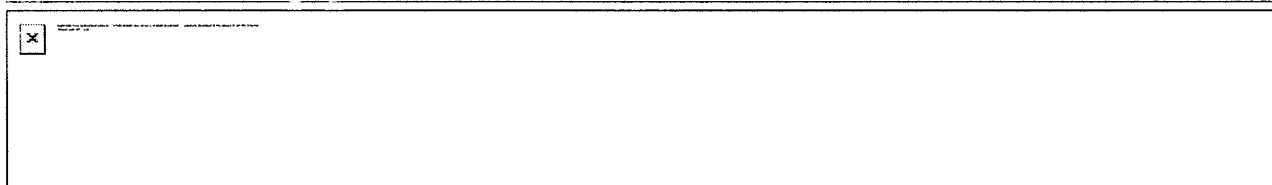
Sold by: Amazon.com LLC

1 "MONSTER DL CIT MWH-8 8 Feet Digital Life Cable it Cable Management Kit (Medium, White)"

Electronics; \$14.95

In Stock

Sold by: Amazon.com LLC



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Visit www.amazon.com/your-account and click to view your orders. Click "View order" next to the appropriate order. You'll find a button to print an invoice on the next page

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Please note: This e-mail message was sent from a notification-only address that cannot accept incoming e-mail. Please do not reply to this message.

If you ever need to return an order, visit our Online Returns Center: www.amazon.com/returns

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Amazon.com
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PENGUIN GROUP (USA)

Premium/Incentive Sales

Address:

Penguin Group (USA)
375 Hudson Street
New York, Ny 10014
Att: Lauren DeSimone, 5th floor

To: **Stephen Stratton**

VIA eMAIL: Stephen.Stratton@csuci.edu
PLEASE RETURN WITH PO

INVOICE

Date	Invoice #
28-Jul-11	tbd

Bill To:
CSU Channel Islands 1 University Drive Camarillo, CA 93012

Ship To:
CSU Channel Islands Attn: Stephen Stratton Broome Library 1 University Drive Camarillo, CA 93012

P.O. Number	Terms	REP	Ship	VIA	F.O.B.	Discount	Need-by
tbd	Pre-Paid	2612	freight carrier	Ground	Pittston, PA	62%	ASAP

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMT W/ DISCOUNT	TOTAL
1,500	9780452275331	Life on the Color Line	\$16.00	\$6.08	\$9,120.00
		Shipping			\$180.00
		*** Books are nonreturnable ***			
		Tax			\$696.00

****Sales Tax will be applied unless a tax-exempt or resale certificate is supplied with purchase order.**

INVOICE TOTAL	\$9,996.00
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Subject: RE: Oct. 2-4 Channel Islands Visit
Date: Wednesday, August 24, 2011 6:54:39 AM PT
From: Mcdonald, Cheryl (mcdonacl)
To: 'Kilpatrick, Jacquelyn'

Hi, Jacque. How are you? We are working on correspondence to confirm President Williams' upcoming visit to Channel Islands. He prefers correspondence vs. a contract at this time. In drafting the correspondence, I now have a several questions for you:

1. To confirm, I make the hotel arrangements for him?
2. How far (miles) and about how long (hours) is the drive from the airport to most of the hotels?
3. How far (miles) and about how long (hours) is the drive from the most of the hotels to Channel Islands?
4. Will you arrange and make payment for his ground transportation while at Channel Islands?
5. Will full payment be sent following his visit? Or will it be split, perhaps, ½ before and the balance following his visit? (Just checking – not sure what your policy is)

Thank you,
Cheryl

Cheryl McDonald
Executive Assistant to the President
Office of the President
Voice: (513) 556-2257

NOTE: Availability requests do NOT reserve time on the President's schedule. You must submit an official Overview form to secure a date.

From: Mcdonald, Cheryl (mcdonacl)
Sent: Friday, July 22, 2011 9:16 AM
To: 'Kilpatrick, Jacquelyn'
Subject: RE: Oct. 2-4 Channel Islands Visit

Hi, Jacque. Hope you are well today.

President Williams will be coming from DC and not arriving in LA until almost 9 pm, then he has to travel to Channel Islands, so he won't be able to make the dinner. Please let President Rush know. Thanks for the invitation.

We will be in touch next week regarding the contract and the itinerary. I can tell you that we would like to have the community evening event on Oct. 3 and the student lunch event on Oct. 4, if possible, since he will be getting in so late on Oct. 2.

Have a good weekend.



Penguin Group (USA)
405 Murray Hill Parkway
East Rutherford, NJ 07073-2136



A PEARSON COMPANY

93012





Penguin Group (USA) Inc.
405 Murray Hill Parkway
East Rutherford, NJ 07073-2136T
TEL: 800 631 8571 FAX: 201 256 0000

DUNS: 14-439-5381 Tax ID: 133922837 SAN: 282-5074

Page 1 of 1

INVOICE 7009750452

000462

Bill-to:
CSU CHANNEL ISLANDS FOUNDATION
1 UNIVERSITY DR
CAMARILLO CA 93012-8599

Ship-to :
ON CSU - RECEIVING WAREHOUSE
ATTN: STEPHEN STRATON
1 UNIVERSITY DR
BROOME LIBRARY
CAMARILLO, CA 93012

Ref.Document No.: 4009700673
Invoice Date: 08/03/2011
P.O. Number: 11013
Payment Terms: NET 30 DAYS
Due Date: 09/02/2011
Freight Terms: PPD
Warehouse: PGI Pittston, PA



Account Number: 1083177 1083177
SAN: A083177 A083177
Store Number:

PO Number	Line	ISBN/Material Number	Title/Description	Quantity	Price	Discount%	Ext Price
11013	10	978-0-452-27533-1	LIFE ON THE COLOR LINE	1,500	16.00	60.000	9,600.00

NEED BY 8/12/2011 OR EARLIER.

YOUR ORDER SHIPPED ON 08-03-2011 VIA FRSI Freight Systems LA
YOUR TRACKING/BILL OF LADING #(S) ARE :
4009700673.

APPROVED FOR PAYMENT
BY _____
DATE _____
ACCT _____
CONTRACT/PO _____
☐ PARTIAL PAYMENT
☐ PAYMENT IN FULL

PLEASE SEND RETURNS TO:
PGI Kirkwood, NY
One Grosset Drive
Kirkwood, NY 13795

Remittance Address:
PENGUIN GROUP USA INC.
4920 COLLECTIONS CTR DR
CHICAGO, IL 60693

Subtotal	9,600.00
Shipping	179.83
Tax	696.00
Total USD	10,475.83

Purchase Order



CSU Channel Islands
Camarillo, CA 93012

Vendor: 0000008062
Fax: 212/366-2679

Penguin Group (USA) Inc.
375 Hudson Street
New York NY 10014

Purchase Order 0000011013	BU CICMP	Date 08/02/2011	Revision	Page 1
Payment Terms Net 30	Freight Terms FOB-Destination	Ship Via BestMethod		

Ship To: Receiving Warehouse
One University Drive
Attn: Receiving Warehouse
Camarillo CA 93012
805/437-3185

Bill To: One University Drive
Attn: Accounts Payable
Camarillo CA 93012
805/437-8400

Line-Sch	Quantity	UOM	Description	Unit Price	Extended Amt	Due Date
1 - 1	1,500.00	EA	Item No. 9780452275331 LIFE ON THE COLOR LINE	6.08	9,120.00	09/13/2011

Reference Quote Dated: 7/28/11
For Library, Steve Stratton

Books for Campus Reading Celebration
IRA funded activity

PS-75473

RECEIVED

AUG 11 2011

CSUCI

Operations, Planning, & Construction

Subtotal 9,120.00	Sales Tax 661.20	Misc. Charge/Discount 0.00	Freight 180.00	Total 9,961.20
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Internal Use Only 820

Contractors are responsible for familiarity with California State University (CSU) General Provisions for Commodity and Service Acquisitions. These provisions are available via the Internet at www.calstate.edu/csp/crl/GP/GP.shtml or by request at the Procurement Office address listed above. 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 specifications may be made without express authorization in writing from the University Purchasing Office. No other CSU officer or employee may authorize changes.

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 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.

By:

Soto, Ilene Goods & Services Buyer
Tel: 805/437-8481
Fax: 805/437-8486 email: ilene.soto@csuci.edu

Name: Penguin Group (USA) Inc.
Address: 8200 E Slauson
Pico Rivera CA 90660

Bill of Lading Number: (051488) 001022325
PO# : 11013

SID#:

FOB: ☐

Name: CSU - RECEIVING WAREHOUSE
Address: ATTN: STEPHEN STRATON
1 UNIVERSITY DR
BROOME LIBRARY (Tamarillo)

FOB: ☐

CARRIER NAME: Freight Systems LA

Trailer number:

Seal number(s):

SCAC:

Pro number: 4009700673

THIRD PARTY FREIGHT CHARGES BILL TO:
Name: Data2Logistics
Address: 6056 South Fashion Square Drive
Suite 300, PO BOX #57990-0990
Salt Lake City, UT 84107

Shipper Ref: 4009700673

Freight Code: 473-08-962

Freight Charge Terms: *(freight charges are prepaid unless marked otherwise)*

Prepaid X Collect _____ 3rd Party _____

SPECIAL INSTRUCTIONS:

☐
(check box)

Master Bill of Lading: with attached underlying Bills of Lading

CUSTOMER ORDER NUMBER	#PKGS	WEIGHT	PALLET/SLIP CIRCLE ONE:	ADDITIONAL SHIPPER INFO
4009700673	47	962	(Y) N	<p style="font-size: 2em; font-family: cursive;">CAMPUS Read Program</p> <p style="color: red; font-weight: bold; font-size: 1.2em;">RECEIVED</p> <p style="color: red; font-weight: bold; font-size: 1.2em;">AUG 11 2011</p> <p style="color: red; font-weight: bold; font-size: 1.2em;">CSUCI</p> <p style="color: red; font-weight: bold; font-size: 1.2em;">Operations, Planning, & Construction</p>
			Y N	
			Y N	
			Y N	
			Y N	
			Y N	
			Y N	
			Y N	
			Y N	
			Y N	
GRAND TOTAL	47	962		

CARRIER INFORMATION						LTL ONLY		
HANDLING UNIT		PACKAGE		WEIGHT	HML (X)	COMMODITY DESCRIPTION Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Section 2(e) of NMFC Item 300	NMFC #	CLASS
QTY	TYPE	QTY	TYPE					
						Paperback Books	161560	6060

GRAND TOTAL

COD Amount: \$ _____

Fee Terms: Collect: ☐ Prepaid: ☐
Customer check acceptable: ☐

Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows:

"The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____"

NOTE Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. § 14706(c)(1)(A) and (B). The carrier shall not make delivery of this shipment without

NOTE: Liability Limitation for loss of cargo.
 RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request, and to all applicable state and federal regulations.

The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.

SHIPPER SIGNATURE / DATE

SHIPPER SIGNATURE / DATE
This is to certify that the above named materials are properly classified,
packaged, marked and labeled, and are in proper condition for
transportation according to the applicable regulations of the DOT.

Trailer Loaded:

☐ By Shipper

☐ By Driver

Freight Counted:

☐ By Shipper
☐ By Driver/pallets said to contain
☐ By Driver/Pieces

CARRIER SIGNATURE / PICKUP DATE

Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the DOT emergency response guidebook or equivalent documentation in the vehicle.
Property described above is received in good order, except as noted.



Fiscal Year: * 2011/2012
Entity: * Campus

Request for Goods and Services

PO# _____
Procurement use

New Vendor: ☒ Yes ☐ No
Vendor Name: Penguin Group (USA) Inc
Address: 375 Hudson Street
City/State/Zip: New York, NY 10014
Phone: 212-366-2758 or 2612
Fax: 212-366-2679
E-mail: lauren.desimone@us.penguingroup.com
Contact: Lauren DeSimone

Date: 7/29/2011
Requestor : Mary Devins
Phone: x3253
*** Delivery Date:** ASAP
Quote #: _____
Matching rules: ☐ 2-way ☒ 3-way
*** E-mail copies to:** mary.devins@csuci.edu
 stephen.stratton@csuci.edu
 shippingandreceiving@csuci.edu

TAXABLE ITEMS		UOM	QTY	Unit Price	Ext. Price	Account	Fund	Dept	Program	Class	Project
9.78045E+12	Life on the Color Line	ea	1500	\$6.08	\$9,120.00	660003	TK910	820	90376		
			0	\$1.00	\$0.00						
			0	\$1.00	\$0.00						
			0	\$1.00	\$0.00						
			0	\$1.00	\$0.00						
			0	\$1.00	\$0.00						
			0	\$1.00	\$0.00						
Taxable Subtotal					\$9,120.00						

NON-TAXABLE ITEMS		UOM	QTY	Unit Price	Ext. Price	Account	Fund	Dept	Program	Class	Project
	Shipping	dlr	180	\$1.00	\$180.00						
			0	\$1.00	\$0.00						
			0	\$1.00	\$0.00						
			0	\$1.00	\$0.00						
			0	\$1.00	\$0.00						
			0	\$1.00	\$0.00						
			0	\$1.00	\$0.00						
			0	\$1.00	\$0.00						
Non Taxable Subtotal					\$0.00						

Contract Services: Check one: <input type="checkbox"/> MEA <input type="checkbox"/> CMAS <input type="checkbox"/> Contract proposal attached State Contract #: _____ Contract Administrator: _____ Phone: _____ E-mail: _____		Subtotal \$9,120.00 Tax \$661.20 Shipping \$0.00 Total \$9,781.20	Comments: Books for Campus Reading Celebration, an IRA funded activity. Please ship to the Library attn: Steve Stratton.
		Signatures/Approvals Print name/Signature IT Mgr (if required): _____ <i>If order is IT related: An approval signature must be obtained</i> Chair/Dept. Budget: _____ Dean/Director: _____ Division VP/Designee: _____ President (if required): _____	

Devins, Mary

From: auto-confirm@amazon.com
Sent: Friday, July 29, 2011 12:43 PM
To: Devins, Mary
Subject: Your Order with Amazon.com



Thanks for your order, Mary Devins!

Want to manage your order online?

If you need to check the status of your order or make changes, please visit our home page at Amazon.com and click on Your Account at the top of any page.

Purchasing Information:

E-mail Address: mary.devins@csuci.edu

Billing Address:

Mary Devins
CSU Channel Islands
1 University Dr
Camarillo, CA 93012-8599
United States

Shipping Address:

Mary Devins
CSU Channel Islands
1 University Dr
Camarillo, CA 93012-8599
United States

Order Grand Total: \$165.72

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Order Summary:

Shipping Details : (order will arrive in 1 shipment)

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2 "The National Parks: America's Best Idea"

Dayton Duncan; Paperback; \$21.43

In Stock

Sold by: [Amazon.com LLC](#)

9 "Life on the Color Line: The True Story of a White Boy Who Discovered He Was Black"

Gregory Howard Williams; Paperback; \$10.88

In Stock

Sold by: [Amazon.com LLC](#)

1 "El hombre del bar/ The Man from the Bar (Leer En Espanol Level 2) (Coleccion Leer En Espanol: Nivel 2) (Spanish Edition)"

Jordi Surís Jordá; Paperback; \$9.99

In Stock

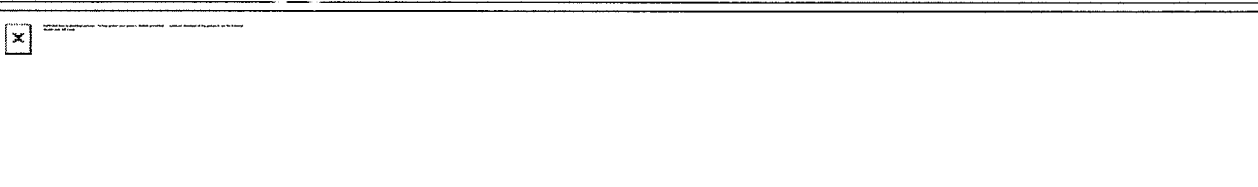
Sold by: Amazon.com LLC

1 "MONSTER DL CIT MWH-8 8 Feet Digital Life Cable it Cable Management Kit (Medium, White)"

Electronics; \$14.95

In Stock

Sold by: Amazon.com LLC



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Thanks again for shopping with us.

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Earth's Biggest Selection

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July 28, 2011

President Rush,

As you know, our Campus Reading Celebration is scheduled for October 3-4, 2011, with Dr. Gregory Williams coming to campus to talk about his book, *Life on the Color Line*.

The attached budget for the event includes costs for the physical space arrangements, parking, the speaker's honorarium, and the cost of books, which we are buying at a sixty percent discount. The total cost is \$23,585.00, but we would like to have your approval for a budget of \$25,000.00, the additional funds serving as a buffer for emergencies.

As you know, IRA funding cannot be used for food, which is why it does not appear in the above budget. In the past, ASI has contributed funds for boxed lunches and refreshments, and I am still waiting to hear if they can contribute for those items this year, but it does not look very positive, as they are also short of funds. The total required for the boxed lunches is \$1970.72, and Merissa Stith estimates the cost for the evening session refreshments at \$1,000.00, for a total of roughly \$3000.00. The budget for the boxed lunches is also attached.

I hope these arrangements meet with your approval.

Sincerely,



N. Jacquelyn Kilpatrick
Professor and Chair of English
Special Assistant to the Provost
805-437-8865



Banquet Event Order

University Glen Corporation
45 Rincon Drive Suite 104 - A
Camarillo, California 93012

Phone: (805) 437-8905 Fax: (805) 437-2681

EVENT INFORMATION

Day of Event:	<u>Tuesday</u>	Date of Event:	<u>10/4/11</u>
UGC Staff Set-up Time:	<u>11:00 AM</u>	End Time:	<u>2:00 PM</u>
Event Location:	<u>SALON A</u>	Contract Due Date:	
START TIME:	<u>12:00 PM</u>	BEO Number:	<u>00519STI</u>
Department or Organization Name:	<u>Campus reading Celebration STUDENT/STAFF EVENT</u>		
Address:	<u>One University Drive</u>		
Phone:	<u>805-437-8548</u>		
Fax:	<u>805-437-8554</u>		
E-mail:	<u>merissa.stith@csuci.edu</u>		
Contact Name:	<u>Merissa Stith</u>		
Contact Name on Site:			

Number of Guests: 250 Guaranteed Number of Guests: 250

EVENT SET-UP

SALON A

COST ESTIMATE

Menu:	Cost Per	QTY	Total Cost
ANACAPA BOXED LUNCH	\$ 7.00	250	\$ 1,750.00
Fresh made Deli sandwich w/ Lettuce & Tomato, Chips, Cookie, Fruit			\$ -
ASSORTED SODAS & BOTTLED WATER TO BE SERVED IN A SEPARATE CONTAINER			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Food and Beverage Sub Total:			\$ 1,750.00
Miscellaneous:			
			\$ -
			\$ -
			\$ -
Miscellaneous Sub Total:			\$ -
Total Food and Beverage:			\$ 1,750.00
Total Miscellaneous:			\$ -
Banquet Service Fee (5%):			\$ 87.50
Sub Total:			\$ 1,837.50
Sales Tax (7.25%)			\$ 133.22
Minimum Food and Beverage Cost:			\$ 1,970.72

Is this a Student Non-Tax Event?	Yes	No	x
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Event Coordinator Signature:	Date:
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Account string required, we do not accept Credit Cards	Account	Fund	Dept	Program	Class	Project	Amount

All food, beverage and miscellaneous charges are subject to state tax.
THIS IS AN ESTIMATE ONLY - CHARGES ARE NOT FINAL UNTIL DAY OF EVENT



Instructionally Related Activities Funds (IRA)
2011-2012 Academic Year

Budget Request & Program Set-Up

Date: 7/29/11
To: Budget Office
From: Mary Devins
Subject: IRA Funding Transfer Request # 437

IRA Approved Campus contact: Jacquelyn Kilpatrick
Faculty Support Coordinator: Mary Devins

Program Set-Up	
Name of Program (limit to 30 characters)	Campus Reading Celebration

IRA Funding Source				
Account	Fund	Dept	Program	Monetary Amount
660003	TK910	820	90376	\$25,000

Fiscal Year for Budgeting and Spending:	2011-2012
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*** Program codes will become inactive at the end of the Budgeted/Spending Fiscal Year ***

Mary Devins 7-29-11
IRA Committee Representative Date

Mary Cole 7/29/11
Budget Department Date

Applications for Approval Signed by University President or Representative Provost/Dean.
Please return copy of completed/signed form to Mary Devins, Academic Affairs.

Budget Office Use						
Program Set-Up:	CFS Chartfield	✓	Notification	✓	Hyperion Set-Up	✓
Budget Set-Up:	Budget Journal Entry		Journal Entry #		Completed Date	