



Adams State University

208 Edgemont Blvd.
Alamosa, Colorado 81101

(719) 587-7526 Email: Purchasing@adams.edu

PURCHASE ORDER P0170137 Page 1

DATE OF P.O. 07/13/16

TO ~~JACK FARM~~
VENDOR CODE

Jack Farm LLC
6491 S Hwy 17
Alamosa CO 81101

08/04/16
DATE REQUIRED

Ship to address below indicating PO number on all documents.

Marcella Garcia
Title V
208 Edgemont Blvd
Alamosa CO 81101

INSTRUCTIONS - INVOICE MUST STATE PURCHASE ORDER NUMBER, POINT OF DELIVERY, CONSIGNEE AND ALL DISCOUNTS.

Send ALL INVOICES to **ADAMS STATE UNIVERSITY**
ATTN: ACCOUNTS PAYABLE
208 Edgemont Blvd.
Alamosa, CO 81101

C.O.D. orders will not be accepted.

Renee Vigil

BUYER NAME

F.O.B. POINT

ITEM	COMMODITY DESCRIPTION	QUANTITY	U/M	UNIT PRICE	EXTENDED
1	<p>Conference Space and Lodging August 4 - 9, 2016 for 2016 Unidos Equity Institute</p> <p>* 30% Deposit Due Now = \$3,810 Balance Due within 30 days after Event</p> <p><i>deposit pd 7/14</i> <i>balance - \$8,890 pd 9/6</i></p>	1.00	LOT	12,700.0000	12,700.00
DISCOUNT:					.00
ADDL CHARGES:					.00
TOTAL TAXES:					.00
TOTAL					12,700.00

CONDITIONS - GOODS OTHER THAN THAT SPECIFIED IN THIS ORDER MUST NOT BE SUBSTITUTED WITHOUT OUR AUTHORITY. PRICE INCREASES ALSO REQUIRE OUR PRIOR AUTHORIZATION. NO CHARGE WILL BE ALLOWED FOR PACKING, BOXING OR CARTAGE UNLESS AGREED UPON.

IF THE PRODUCTS ORDERED CONTAIN HAZARDOUS SUBSTANCE, INCLUDE THE LATEST MATERIALS SAFETY DATA SHEET (MSDS) WITH THE SHIPMENT.

TAX EXEMPTION: COMMODITIES INCLUDED IN THIS ORDER WILL BE USED IN AN ESSENTIAL GOVERNMENTAL FUNCTION AND ARE EXEMPT FROM STATE OF COLORADO SALES AND USE TAXES. TAX EXEMPT NO. 09804911.

THE CONTRACTOR/VENDOR ASSURES ADAMS STATE UNIVERSITY THAT IN PROVIDING THE GOODS OR SERVICES DESCRIBED HEREIN THAT NO QUALIFIED INDIVIDUAL WITH A DISABILITY SHALL, BY REASON OF SUCH DISABILITY, BE EXCLUDED FROM PARTICIPATION IN, OR DENIED THE BENEFITS OF THE GOODS, SERVICE, PROGRAMS, OR ACTIVITIES PERFORMED BY THE CONTRACT/VENDOR, OR BE SUBJECT TO ANY DISCRIMINATION BY THE CONTRACTOR/VENDOR UPON WHICH ASSURANCE ADAMS STATE UNIVERSITY RELIES. P.O. IS SUBJECT TO THE TERMS AND CONDITIONS ATTACHED.

BY:  AGENT



Official Functions Request

(Fiscal Rules Chapter 4 Section I)

Requested By: (Must fill out who is attending below) Anna Torello		Department: Office of Title V Initiatives - Unidos Grant	Date of Request: 7/7/16
Type of Function (Group Luncheon, Reception, etc. Meetings must have agenda attached): 2016 Unidos Equity Institute		Location of Function: Alamosa	Date of Function: August 4-9, 2016
Purpose of Function: 2016 Unidos Equity Institute ASU, UNM-Taos & NMHU - participants PD - Understanding issues of equity & diversity Event - August 4-9, 2016 Please provide a 30% deposit by July 21, 2016 of \$3,810		Estimated Costs (Itemize): Conference Space	\$ 12,700.00
		Lodging	\$
		Additional tables and chairs	\$
			\$
Supplier(s) Name(s) & Address(es): Jack Farms, LLC, dba La Manzanilla			\$
6491 Hwy 17, Alamosa, Co 81101		Total Cost: (If Amount is over \$200 Provost's signature is needed.)	\$ 12,700.00
pick one: <input checked="" type="checkbox"/> Held for you <input type="checkbox"/>		E-mailed to you at: mfreeman@adams.edu	Faxed to:
Signature of Department Head 		Date	
Approval of Senior Staff 		Date 11 July 2016	
Approval of President 		Budget Code: 	Date 7/13/16
Purchasing Approval 		Purchase Order # 170137	Date 7/13/16

State Employees Attending the Official Function

Name (include "and spouse," if attending) Marcella Garcia Anna Torello Lillian Gomez John Taylor 8 ASU Faculty & Staff	Name (include "and spouse," if attending)
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Visiting Guests or Dignitaries Attending the Official Function

Name (include "and spouse," if attending) Barbara Catbagan - Facilitator Scott Van Loo - Facilitator 8 UNM - Taos Faculty & Staff 8 NM Highlands University Faculty & Staff	Affiliation
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(if additional space is required, attach extra sheet)

RECEIVED

JUL 11 2016

7/12/16
E. C. ...

Daily Schedule

(Breakfast, Lunch & Dinner Provided)

Thursday, August 4

10 – 12 pm	Registration/Check-in
12 – 1 pm	Lunch
1 – 2 pm	Welcome/Introduction to Institute
2 – 5 pm	Session
5 – 6 pm	Dinner
6:30 – 9 pm	NCEE Basics

Day	Date	Discussion Topic
Friday	August 5	Classism/Privilege
Saturday	August 6	Racism
Sunday	August 7	Gender
Monday	August 8	LGBTQAI
Tuesday	August 9	Dealing with Educational Change & Taking it Back

*Adjourn at 1 pm Tuesday, August 9

Tuesday, June 7, 2016

Jack Farm, LLC

6491 S. Hwy 17
Alamosa, CO 81101
Phone: 1-(303)-358-4227
Email: arnolds@chnpartners.com

Adams State University
Title V Unidos
208 Edgemont Blvd
Alamosa, CO 81101
Phone: 719-587-7691
E-Mail: atorello@adams.edu

This is an Agreement between Adams State University ("Group") and Jack Farm, DBA, La Manzanilla Farm ("Event Center") for the use of the ("Buildings") on the Event Center property.

By signing and returning the enclosed copy of this Contract by **June 30, 2016**, these arrangements will be agreed to on a definite basis:

1. Date and Hours of Operation of EVENT

- a. Events shall be held on August 4th through August 9, 2016.
- b. The Building will be made available to group from 8am to 8pm on the dates of the Event. The Group is responsible for making sure guests leave the Building at a reasonable time after the Event

2. Rate and Services Provided:

- a. The Event Center agrees to rent the Building to the Group for \$12,200 on the Date described in paragraph 1.
- b. The Event Center will make available for five (5) round tables, Six (6) rectangle tables and fifty (50) chairs for \$500
- c. Event Center will be in charge of cleaning, housekeeping and parking on the premises.

3. FOOD AND OFF-SITE CATERING

- a. All food must be prepared by, brought onto the premises, and served by the Group or a caterer that is designated by the Group. The Group or their caterer shall coordinate with Event Center in advance in order to confirm catering staff arrival time. A minimum of one (1) catering staff person is required to be on duty at all times during⁵ the catered Event. Event Center will not provide any serving materials.
- b. Kitchen usage is limited to preparation and staging of pre-cooked only as there are no resources in the kitchen or on the premises for cooking. This means that food may be assembled and may be warmed or kept warm using the warming ovens, and perishables and beverages may be chilled in the refrigerator and freezer. Ovens, refrigerators, and freezers must be thoroughly cleaned after use.

4. Lodging

- a. Rental shall include the Dairy House for lodging for 2 guests for these dates.

5. LIQUOR/BEVERAGE SERVICE:

Alcoholic beverages may be consumed without a permit when there is no monetary exchange for the beverage and when there is no admission charge for the event.

6. DECORATIONS

Decorations may not be fastened to the walls with thumb tacks, nails, or staples. Pushpins and masking tape are permitted but must be removed at the conclusion of the event. Candles must be completely enclosed in a glass or non-flammable holder. The use of glitter, metallic confetti, straw, rice, birdseed, or hay is prohibited in the on the grounds. No rice, birdseed, or other similar items shall be thrown in or around the Facility. Immediately following the completion of the function, all decorations, trash, or other debris must be thrown away in the appropriate receptacles provided. Anything left behind will be thrown away. When in doubt about decorations deemed acceptable, CLIENT must consult with the owners or their representatives. Failure to do this may result in damages and/or excessive wear and tear.

7. INVOICING AND BILLING:

The Rate shall be paid in full and received by the Event Center no more than 30 days after the date of the event with a 30% deposit at the time of signing of this contract.

8. FORCE MAJEURE

The performance of this Agreement by either party is subject to acts of God, government authority, or disaster, any of which make it illegal or impossible to provide the facilities and/or services for your meeting. It is provided that this Agreement may be terminated for any or one or more of such reasons by written notice from one party to the other without liability.

9. INSURANCE

The Event Center and the Group each agree to carry adequate personal property, liability and other insurance protecting itself against any claims arising from any activities conducted in the Event Center during the meeting. The Event Center shall not be responsible for the security of exhibits, presentation materials or other personal property of Group or exhibitors.

10. INDEMNIFICATION

- a. Event Center will not be held responsible for any losses, damages, or injuries. This refers to any loss, damage, or injury to persons or possessions that may occur at any function held on this property, from any cause, whatsoever, prior to, during, or subsequent to the period covered by this agreement. The Group will be responsible for the control and supervision of the people in attendance during the use of the facility to ensure no harm is done to persons or property.

11. COMPLIANCE WITH LAWS

Group agrees to comply with all applicable U.S. Federal, state and local laws governing the agreement and event, including any rules, regulations or requests of the U.S. Department of Homeland Security.

12. NOTICE

Any notice required or permitted by the terms of this contract must be in writing. Notice must be sent via email. Notices shall be deemed effective as the date shown on the recipient's inbox.

13. WAIVER

If either party agrees to waive its right to enforce any term of this contract, it does not waive its right to enforce any other terms of this Contract.

14. SIGNATURE

- a. This contract, with exhibits attached (if any), constitutes the entire Agreement between the parties and may not be amended or changed unless done so in a writing signed by Event Center and Group.
- b. The undersigned represent that they are authorized to sign and enter into this contract.
- c. In witness whereof, Jack Farms Event Center and Adams State University have executed this Agreement in a manner and form sufficient to bind them as of the date and year set forth on page one of the Amendment.

Jack Farms Event Center

Signature

Arnold Salazar

Name and Title

Date July 12, 2016

Adams State University

Signature

Name and Title

Date

13 July 2016

Kurt A. Coay Vice President Administration/Finance