

FOLSOM LAKE COLLEGE

100 SCHOLAR WAY • FOLSOM, CA 95630
TELEPHONE (916) 608-6549

CHECK NO. **FL- 00925**

VENDOR NO. **0000003279**

DATE **Jan 28, 2015**

LOCATION **09**

TO **EBSCO
PO BOX 204666
DALLAS TX 75320-4666**

REQUISITIONED BY
REQ 808107

GENFD	5890	11	FL.VI.LIBR	61200	00000	2015	041A	\$ 91.54
BUS UNIT	ACCOUNT	FUND	DEPARTMENT (ORG)	PROGRAM	CLASS	BY	PROJECT/GRANT	AMOUNT

GENFD	6300	12	FL.VI.LIBR	61200	00000	2015	700P	< \$-8.63 >
BUS UNIT	ACCOUNT	FUND	DEPARTMENT (ORG)	PROGRAM	CLASS	BY	PROJECT/GRANT	AMOUNT

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EST. TOTAL AMOUNT
1	EA	10/31/2011 Fin Charge PY Bal fwd	91.54	91.54
1	EA	07/13/2014 Credit Bal on acct for PY overpayment.	< 8.63 >	< 8.63 >
FLC LIBRARY/ACCT SF10703/Total Acct. Bal Dec AS of 12/31/2014				\$ 82.91
RECEIVED BY: _____ DATE: _____				

FOLSOM LAKE COLLEGE REVOLVING FUND ACCOUNT 100 Scholar Way • Folsom, CA 95630 Folsom Lake College will pay to the order of:	BANK OF AMERICA GOVERNMENT BANKING	CHECK No. FL- 00925 DATE: Jan 28, 2015	11-35 1210
EBSCO		\$ 82.91	
EIGHTY-TWO AND 91/100		DOLLARS	
* THIS CHECK VOID 60 DAYS FROM DATE DRAWN			
COPY NOT NEGOTIABLE			
ACCOUNTS PAYABLE			

Los Rios Community College District

Requisition

FLC BUSINESS SERVICES

Page _____ of _____

Req. No. 808107
P.O. NO. FL00925

Vendor Code	DATE <u>1/13/15</u>
Approved by / Date	VENDOR <u>EBSCO</u>
Reviewed by / Date	ADDRESS <u>PO BOX 204661</u>
Dispatched Method / Date	CITY <u>DALLAS</u> STATE <u>TX</u> ZIP <u>75320</u>
PHONE <u>855.258.6987</u> FAX _____	

2015 JAN 27 A 10: 51

DELIVERY INSTRUCTIONS	
<u>UWASPZ3</u>	
Location Code	
<u>FLC</u>	<u>LIB</u>
College/District Location	Department
<u>Instruction</u>	
Division	Date Required

ITEM	DESCRIPTION	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
	*Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION.				
1					
2	<u>Acct # SF10703</u>				
3	<u>BALANCE</u>				
4					
5					
6					
7	PAID <u>1/26/15</u>				
8	<u>REVL FL00925.</u>				
9					
10					
11					
12					
13					

Purchases Charged to Categorical Programs, Grants or Special Projects		Sales Tax
This purchase is in compliance with the requirements of <u>Lottery</u>		
Program Name	<u>700P</u>	
For grants/special projects <u>eligible library materials</u>		
Program Director/Coordinator Signature	Project/Grant Number	Total
		<u>82.91</u>
Program Goal/Objective Number/Explanation		

I hereby certify the items/services listed above are to be obtained in accordance with District Regulation 8323, Section 4, Conflict of Interest, and all other applicable district, state, and federal policies, rules, regulations and laws.

REQUESTED BY: <u>Tanya George</u>	TYPED/PRINT	DATE: <u>1/16/15</u>
REQUESTED BY: <u>[Signature]</u>	SIGNATURE	DATE: <u>1/19/15</u>
AUTHORIZED: <u>[Signature]</u>	DEAN OR AUTHORIZED SIGNATURE	DATE: <u>1/27/15</u>
APPROVED: <u>[Signature]</u>	VICE PRESIDENT, ADMINISTRATION	DATE: <u>1/27/15</u>

<u>GENRD/6300/12</u>	<u>FL.VI.LIBR</u>	<u>28.63</u>	
Bus. Unit	Account * Fund	Org	
<u>61200</u>	<u>100000/2015/</u>	<u>700P</u>	<u>\$ 82.91</u>
Program	Sub-Class	BY	Proj/Grnt
<u>GENRD/5890/11</u>	<u>FL.VI.LIBR</u>		
Bus. Unit	Account * Fund	Org	
<u>61200</u>	<u>100000/2015/</u>		<u>\$</u>
Program	Sub-Class	BY	Proj/Grnt
			Amount

*** Asset Location** - For equipment purchases over \$200 (Accounts 6490, 6495 and computers) complete the area below indicating the final location where equipment will be housed.

Location Code _____ Dept. _____

Building _____ Room No. _____

Instructions on Reverse



PO Box 204661
Dallas TX 75320-4661

Telephone: 855-258-6987
Fax: 205-980-3951
Email: jmaupin@ebSCO.com

Account Statement

FOLSOM LAKE COLLEGE
ATTN: LIBRARY
10 COLLEGE PARKWAY
FOLSOM CA 95630

Summary of Account Activity	
Account:	SF10703
Previous Balance	82.91
Payments, Credits & Invoices	0.00
Funds for Pending Orders	-4,074.28
New Balance	82.91
Over 30 Days	82.91
All transactions occurring after 12/31/2014 will be summarized on the next statement.	

Open items as of 12/31/2014

Document Date	Sfx	Document Number	PO Number/ Note	Document Type	Amount	Finance Charge	Net Amount Due
10/31/2011	00	990000025089	remaining balance	Fin Chg Invoice	0.00	91.54	91.54
07/13/2014	00	00551	Credit Balance	Credit	-8.63	0.00	-8.63
			Remaining				

Credits are not automatically applied to invoices. Please contact us if you would like to pay an invoice with credit. Invoices are due upon receipt as publishers are paid in advance. Late payment will incur a finance charge of 1% per 30 days until paid in full.

Renewal Prepayment:	-4,074.28
Prepayment Credit:	0.00
Deposit for Pending Orders:	0.00
Deposit for Account Balance:	0.00

Amounts are quoted in United States Dollar					Net Amount
Current	Over 30 Days	Over 60 Days	Over 90 Days		
0.00	0.00	0.00	82.91		82.91

Haney, Brenda

From: Wong, Barbara
Sent: Wednesday, January 28, 2015 10:30 AM
To: Haney, Brenda
Subject: RE: PLEASE ADVISE_ REQ#_808107 EBSCO

Hi Brenda,

Thanks for the heads up on this. The finance charge should be applied to account 5890. If the credit can be identified to a particular invoice, the credit should be applied to that budget number. This can be done on an LPO instead of a PO if it is easier for you to do so. Let me know if anything else is needed.

*DR
REVL*

Barbara

From: Haney, Brenda
Sent: Wednesday, January 28, 2015 7:38 AM
To: Wong, Barbara
Subject: PLEASE ADVISE_ REQ#_808107 EBSCO

Hi Barbara –

Before I submit the attached REQ#_808107 for EBSCO to DO Purchasing – can you review and advise if we should be paying this statement balance consisting of Fin Charges and Unapplied Credit.

Thank you,

Brenda Haney

Business Services

Folsom Lake College | 10 College Parkway | Folsom, CA 95630

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu