

**PURCHASE ORDER NO 0001084959
DUPLICATE**

Date	Revision	Page
01/07/2016		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:		
807101 POGUE KALDANIJ KALDANIJ		

Supplier: 0000023732
CENGAGE LEARNING
10650 TOEBBEN DR
INDEPENDENCE KY 41051

Phone: (800) 354-9706
Fax: (859) 525-5392

email:

Ship To: CRC LIBRARY - NO TAX
COSUMNES RIVER COLLEGE LIBRARY
8401 CENTER PARKWAY
SACRAMENTO CA 95823-5799
United States

Bill To: 1919 Spanos Court
Sacramento CA 95825-3981
United States

Tax Exempt? N

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	PAYMENT FOR INVOICE 56761518 FOR EBOOKS	1.00 LOT	21,289.31	21,289.31	01/17/2016

CENGAGE LEARNING//GALE
ACCT 229276

Sub Total Amount	21,289.31
Sales Tax Amount	0.00
Total PO Amount	21,289.31

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>	<u>BYear</u>
GENFD	6300	11	SC.VI.LRNC	61200	00000	041X	6,599.69	2016
GENFD	6300	12	AR.VI.LIBR	61200	00000	548F	8,515.72	2016
GENFD	6300	12	CR.VS.LRCT	61200	00000	700P	4,044.97	2016
GENFD	6300	12	FL.VI.LIBR	61200	00000	700P	2,128.93	2016

Verification of this purchase order can be made using the Los Rios Community College District web site listed below. If you have any questions, please contact the Purchasing Office at (916)568-3071.

<http://www.losrios.edu/purchasing/povalidation>

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

Unauthorized

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 uncopyrighted 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.

Los Rios Community College District

Requisition

Page 1 of 1

Req. No. **807101**

P.O. NO.

Vendor Code	DATE <u>12/4/2015</u>
Approved by / Date	VENDOR <u>Cengage Learning / Gale</u>
Reviewed by / Date	ADDRESS <u>P.O. Box 95501</u>
Dispatched Method / Date	CITY <u>Chicago</u> STATE <u>IL</u> ZIP <u>60694-5501</u>
	PHONE <u>800-877-4253</u> FAX <u>877-363-8056</u>

DELIVERY INSTRUCTIONS	
02LIB309	
Location Code	CRC Library
College/District Location	LRCT
Department	n/a
Division	Date Required

ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES <small>*Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION.</small>	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	Payment for invoice (56761518) For eBooks from Cengage Learning / Gale, Acct. 229276				
2					
3	This is done with approval from Andi Adkins Pogue* (CRC)				
4	Stacia Thiessen*(FLC), Kevin Flash*(SCC), and Tammy Montgomery*(ARG) *Authorized Signers				
5					
6	NOTE: THERE IS NO SALES TAX ON EBOOKS _ SEE ATTACHED BOE PUBLICATION 109				
7	CRC-GENFD 6300 12 GR.VS.LRCT 61200 00000 2016 700P				\$4,044.97
8	FLC-GENFD 6300 12 FL.VI.LIBR 61200 00000 2016 700P				\$2,128.93
9	ARC-GENFD 6300 12 AR.VI.LIBR 61200 00000 2016 548F				\$8,515.72
10	SCC-GENFD 6300 11 SC.VI.LRNC 61200 00000 2016 041X				\$6,599.69
11	See attached for signatures				
12					
13					

Purchases Charged to Categorical Programs, Grants or Special Projects		Lottery	Sales Tax	NONE (see attached pub 109)
This purchase is in compliance with the requirements of _____				
Program Director/Coordinator Signature _____ For grants/special projects		Total		
Program Goal/Objective Number/Explanation		\$21,289.31		

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.

Andi Adkins Pogue 12/4/2015

REQUESTED BY: TYPED/PRINT DATE

Andi Adkins Pogue 12/4/15

REQUESTED BY: SIGNATURE DATE

Andi Adkins Pogue 12/4/15

AUTHORIZED: DEAN OR AUTHORIZED SIGNATURE DATE

see accounts above

Bus. Unit	Account	* Fund	Org	\$
/	/	/	/	
Program	Sub-Class	BY	Proj/Grant	Amount
/	/	/	/	

RECEIVED

Bus. Unit	Account	* Fund	Org	\$
/	/	/	/	
Program	Sub-Class	BY	Proj/Grant	Amount
/	/	/	/	

APPROVED: VICE PRESIDENT, ADMINISTRATION DATE

Instructions on Reverse

* 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.

COSUMNES RIVER COLLEGE

Location Code Dept.

BUSINESS SERVICES

Building _____ Room No. _____



Billing Inquiries Fax or Mail to:
 The Customer Service Department
 27500 Drake Rd. Farmington Hills, MI 48331
 Fax: 877-363-4253 Tel: 800-877-4253
 FED ID # 59 - 2124491
 Canadian G.S.T.#/T.P.S.: 14074 8831 RT0001
 Canadian Q.S.T.#/T.V.Q.: 1023272543

INVOICE
 This is a true and original copy

INVOICE DATE	INVOICE #
11/24/2015	56761518
GALE / CENGAGE LEARNING P.O. Box 95501 Chicago, IL 60694-5501	

BILL TO ACCOUNT # 229276

LOS RIOS COMMUNITY COLLEGE DISTRICT
 C/O COSUMNES RIVER COLLEGE LIBRARY
 8401 CENTER PKW
 SACRAMENTO, CA 958235704

SHIP TO ACCOUNT # 229276

LOS RIOS COMMUNITY COLLEGE DISTRICT
 ANDREA ADKINS POGUE
 8401 CENTER PKW
 SACRAMENTO, CA 958235704

PURCHASE ORDER NO.	TERMS	PAYMENT DUE	PAGE
151123	NET 30 DAYS	12/24/2015	1/1

TITLE/AUTHOR/EDITION	ISBN	QTY/TIER LEVEL	LIST PRICE	DISCOUNT	NET AMOUNT
EBK: AM CIVIL WAR: DEFINITIVE ENCY & DOCUMENT COLLECTION 6V	9781851096824	1	742.50		742.50
EBK: AMERICAN ERAS: PRIMARY SO URCES: ERLY AM CVLTN EXP 1600	9781414498409	1	226.80		226.80
EBK: ARAB-ISRAELI CONFLICT: TH E ESSENTIAL REFERENCE GUIDE	9781610690683	1	105.74		105.74
EBK: BAKERS BIOGRAPHICAL DICTI ONARY OF MUSICIANS 9	9780028660912	1	1681.32		1681.32
EBK: BUSINESS PLANS HANDBOOK 2 4	9781414472553	1	292.10		292.10
EBK: BUSINESS PLANS HANDBOOK 2 5	9781414472560	1	292.10		292.10
EBK: CONTEMPORARY WORLD ISSUES : ILLEGL IMMIGRATION: REF HB 2	9781440840135	1	71.28		71.28
EBK: DRY DEALS: ENCY LOBBYING POLITCL INFLUENCE & CRRPTN 3V	9781610692465	1	349.27		349.27
EBK: EARTH'S LANDSCAPE: ENCY TH E WRLDS GEOGRAPHIC FEATURES 2V	9781610694469	1	243.54		243.54
EBK: ENCYCLOPEDIA OF FOOD SAFE TY 4V	9780123786135	1	2259.90		2259.90
EBK: ENCYCLOPEDIA OF GENDER IN MEDIA	9781452218540	1	189.91		189.91
EBK: ENCYCLOPEDIA OF GLOBAL WA RMING AND CLIMATE CHANGE 2 3V	9781412992626	1	569.59		569.59
EBK: ENCY ISLAM & THE MUSLIM W ORLD 2 2V	9780028662725	1	580.94		580.94
EBK: ENERGY IN CONTEXT 2V	9781410317513	1	408.67		408.67
EBK: FOODS THAT CHNGD HIST: HO W SHPD CVLZTN ANCT WLD TO PRST	9781440835377	1	118.80		118.80
EBK: GALE ENCYCLOPEDIA OF CANC ER 4 3V	9781410317445	1	624.89		624.89
EBK: GALE ENCYCLOPEDIA OF GENE TIC DISORDERS 4 3V	9781410332806	1	671.22		671.22
EBK: GALE ENCYCLOPEDIA OF MEDI CINE 5 9V	9781410317391	1	1425.60		1425.60
EBK: GALE ENCYCLOPEDIA OF PSYC HOLOGY 3 2V	9781410317810	1	415.80		415.80
EBK: GALE ENCYCLOPEDIA OF SCIE NCE 5 8V	9781414498584	1	1829.95		1829.95
EBK: GNDR RACE ETHNCTY WRKPL: EMERGING ISS ENDRNG CHLLNGS 2	9781440833700	1	74.85		74.85
EBK: GUIDE TO INTEREST GROUPS AND LOBBYING IN UNITED STATES	9781608717743	1	280.97		280.97
EBK: HANDBOOK OF NUTRITION AND FOOD 3	9781466505728	1	374.16		374.16
EBK: HANDBOOK OF VITAMINS 5	9781466515574	1	200.41		200.41
EBK: HUMAN DISEASES AND CONDI TIONS 3 4V	9780684325194	1	670.03		670.03
EBK: INFORMATION PLUS FALL 201 5 8V	9781573026758	1	674.78		674.78
EBK: INTRODUCING ISSUES WITH O VP: FACTORY FARMING	9780737773361	1	49.90		49.90
EBK: ISLAM: A WORLDWIDE ENCYCL OPEDIA 4V	9781610692175	1	493.02		493.02
EBK: MASTER MATH: ALGEBRA	9781305489257	1	24.05		24.05
EBK: PSYCHOLOGISTS & THEIR THE ORIES FOR STUDENTS 2V	9781414406459	1	352.84		352.84
EBK: REL & AM CULTRS: TRADITIO N DIVERSITY & POP EXPRSSN 2 4V	9781610691109	1	474.02		474.02
EBK: SCHOOL VIOLENCE: A REFERE NCE HANDBOOK 2	9781610696241	1	68.90		68.90
EBK: SUICIDE AND MENTAL HEALTH	9781610695848	1	43.96		43.96
EBK: 21ST-CEN VOTER: WHO VOTES HOW THEY VOTE WHY THY VOTE 2V	9781610692281	1	224.54		224.54
EBK: THE DEATH PENALTY: DOCUMEN TS DECODED	9781610691956	1	93.86		93.86
EBK: GALE ENCY OF CHLDNRN HLTH : INFANCY TO ADOLESCENCE 3 4V	9781410332745	1	1075.14		1075.14
EBK: THE PROGRESSIVE ERA: A RE FERENCE GUIDE	9781610694483	1	68.90		68.90
EBK: WAR ON TERROR ENCY: FRM R ISE OF AL QAEDA TO 9/11 & BYND	9781610695114	1	118.80		118.80
EBK: TRAIL OF TEARS	9780313384493	1	68.90		68.90
EBK: WARS THAT CHANGED HIST: 5 0 OF WORLDS GREATEST CONFLICTS	9781610697866	1	118.80		118.80
EBK: WOMEN IN AMRCN HIST: SOCL PLTCL CULT ENCY DOC CLLCTN 4V	9781610696036	1	493.02		493.02
EBK: WOMENS RIGHTS: DOCUMENTS DECODED	9781610692007	1	93.86		93.86
EBK: WORLD WAR I: THE DEFINITI VE ENCY & DOCUMENT COLLECTN 5V	9781851099658	1	617.76		617.76
EBK: WORLD WAR II: THE DEFINIT IVE ENCY & DOCUMENT COLLECTN 5V	9781851099696	1	617.76		617.76
EBK: WORLDMARK ENCY OF RELIGIO US PRACTICES 2 4V	9781414498751	1	816.16		816.16

MESSAGES:	SUBTOTAL	21,289.31
TO REMIT PAYMENT VIA WIRE OR ACH, PLEASE USE THE FOLLOWING INFORMATION:	MISC. CHARGES	0.00
GALE C/O HARRIS TRUST & SAVINGS BANK	SALE TX/GST/VAT	0.00
ABA/ROUTING 071 000 288	SHIP & HANDLING	0.00
DDA/ACCT 2658870	LESS PAYMENTS & CREDITS	0.00
FAX REMITTANCE INFORMATION TO 859-525-6506	PAY THIS AMOUNT	\$21,289.31

FLC

Adkins Pogue, Andi

From: Thiessen, Stacia S.
Sent: Monday, November 30, 2015 2:50 PM
To: Adkins Pogue, Andi; Hartley, Gary; George, Tanya
Cc: Harman, Joany; Haney, Brenda; Brinkley, Amy
Subject: FW: Cengage Learning - GVRL Joint Purchase Approval
Attachments: GVRL_Joint_INVOICE56761518_Nov_2015.pdf

Hi Everyone,

The district libraries are making a joint purchase of Gale Virtual Reference Library (GVRL) eBooks.

The Invoice from Gale/Cengage Learning for \$21,289.31 is attached. Folsom's amount (10%) is **\$2,128.93**

College contributions based on FTES:

ARC (40%)	\$ 8,515.72
CRC (19%)	\$ 4,044.97
FLC (10%)	\$ 2,128.93
SCC (31%)	<u>\$ 6,599.69</u>
 TOTAL	 \$21,289.31

Please use the following budget string for FLC's share:

GENFD 6300 12 FL.VI.LIBR 61200 00000 2016 700P \$2,128.93

Thank you,
Stacia

From: Brinkley, Amy
Sent: Monday, November 30, 2015 2:03 PM
To: Thiessen, Stacia S. <thiesss@flc.losrios.edu>
Subject: FW: Cengage Learning - GVRL Joint Purchase Approval

Hi Stacia,

Here is the email from Andi with request for authorization and budget string info for GVRL order.

Thanks for your help!
Amy

From: Adkins Pogue, Andi
Sent: Monday, November 30, 2015 1:27 PM
To: Brinkley, Amy; Robinson, Mary Ann; Squire, Martha
Subject: Cengage Learning - GVRL Joint Purchase Approval

LRCCD Libraries are moving forward on a joint-purchase of eBooks to be included in the Gale Virtual Reference Library (GVRL).

Adkins Pogue, Andi

ARC

From: Montgomery, Tammy
Sent: Thursday, December 03, 2015 12:53 PM
To: Squire, Martha; Adkins Pogue, Andi
Cc: Adkins Pogue, Andi
Subject: RE: Cengage Learning - GVRL Joint Purchase Approval

Dear Martee and Andi,

I am the authorized signer. There was a question about which budget string was used for this, and Deb Ondricka has given me this information. The budget string for ARC's portion of the ebook purchase is:

GENFD – 6300 – 12 – AR.VI.LIBR – 61200 – 00000 – 2016 – 548F

I approve of this purchase.

Thanks,
Tammy

Tammy Montgomery, Ph.D.
Associate Vice President of Instruction and Learning Resources
(916) 484-8408

From: Squire, Martha
Sent: Thursday, December 03, 2015 12:40 PM
To: Montgomery, Tammy <MontgoT@arc.losrios.edu>
Subject: Cengage Learning - GVRL Joint Purchase Approval

Hello Tammy,

I have an order from GVRL that is awaiting an "authorized signer". Would this be you? I spoke with Carissa on Monday and she said she would forward you the request but I wanted to follow up as I'm still a little unfamiliar with our purchasing procedures.

Please let me know if there are any questions or if there is something that I need to do before someone signs off on this request.

Thank you so much for your help.

-Martee

Martha "Martee" Squire
Public Services Librarian
American River College
(916) 484-8855
www.arc.losrios.edu/library

SCC

Adkins Pogue, Andi

From: Robinson, Mary Ann
Sent: Monday, November 30, 2015 3:12 PM
To: Adkins Pogue, Andi
Subject: FW: Cengage Learning - GVRL Joint Purchase Approval

Hi Andi. Here's Kevin's approval for SCC.

Mary Ann Robinson
Sacramento City College Library
3835 Freeport Blvd.
Sacramento, CA 95822
916-558-2377
Off campus on Wednesdays

From: Flash, Kevin
Sent: Monday, November 30, 2015 2:59 PM
To: Robinson, Mary Ann; Chenu-Campbell, Catherine
Subject: RE: Cengage Learning - GVRL Joint Purchase Approval

Thank you Mary Ann. I approve the following for SCC's portion of purchasing eBooks through Cengage Learning.

Thank you, Kevin

From: Robinson, Mary Ann
Sent: Monday, November 30, 2015 2:56 PM
To: Flash, Kevin; Chenu-Campbell, Catherine
Subject: Cengage Learning - GVRL Joint Purchase Approval

Hi Kevin,

The 4 ebook librarians (one at each campus) have concluded a process to select ebooks to purchase from Gale/Cengage Learning. We typically purchase a set of ebooks from Gale once a semester, depending on our time and on the available selection. Once we receive the invoice from Gale, we divide the price among our colleges according to the latest available FTES figures. The division is shown in Andi's email below. At this point we request your approval for the amount so Andi can submit the approvals to the CRC Business Office. That office carries out the payment process. (Management of this process rotates among our group.)

Here's the message. You can reply with an email stating that you approve the purchase and I will send it to Andi. Cathy has provided the budget stung for this purchase – the fines account.

Please use account GENFD 6300 11 SC.VI.LRNC 61200 00000 2016 041X from Sacramento City College in the amount of \$6,599.69 for the SCC portion of the eBook purchase through Cengage Learning.

Thank you!
Mary Ann

Mary Ann Robinson
Sacramento City College Library
3835 Freeport Blvd.
Sacramento, CA 95822
916-558-2377
Off campus on Wednesdays

If your sales of prepaid wireless products and services occur in California (as stated above), you must register with the BOE as a prepaid MTS seller. The prepaid MTS account is a separate account from a seller's permit for the sales of tangible personal property.

For more information about this program, please read our guide Prepaid Mobile Telephony Services (MTS) Surcharge (http://www.boe.ca.gov/industry/prepaid_mts_surcharge.html) .

Note: This publication summarizes the law and applicable regulations in effect when the publication was written, as noted above. However, changes in the law or in regulations may have occurred since that time. If there is a conflict between the text in this publication and the law, decisions will be based on the law and not on this publication.

Some Internet sales are not taxable

Common exempt transactions

Some of your Internet sales—including sales for resale, sales of cold food products, and sales delivered outside of California—may *not* be subject to California sales or use tax. Common exemptions are described in publication 73 (boe.ca.gov/pdf/pub73.pdf) , *Your California Seller's Permit*. More detailed information is found in publication 61 (boe.ca.gov/pdf/pub61.pdf) , *Sales and Use Taxes: Exemptions and Exclusions*.

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