

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO 0001107206

PURCHASING: (916) 568-3071 • FAX: (916) 568-3145  
ACCOUNTING OPS: (916) 568-3065 • FAX: (916) 286-3636

Date	Revision	Page
07/26/2019		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	See Details
Reference:	Location / Dept	
1021076 GEORGET HANEYB	04ASPH26	

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Supplier: 0000004022  
OCLC PACIFIC  
P O BOX ONB, DEPT 630  
COLUMBUS OH 43265

email:

Ship To: FOLSOM LAKE COLLEGE  
RECEIVING  
10 COLLEGE PARKWAY  
FOLSOM CA 95630  
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	CATALOGING AND WORLDSHARE ILL SUBSCRIPTION FROM JULY 1, 2019 TO JUNE 30, 2020	1.00 EA	3,604.56	3,604.56	07/25/2019

PRE PAYMENT - REGISTRATION FORM ATTACHED - MAIL FORM WITH CHECK

**Paid Ch# 94-783441**  
**7/31/19 Amt \$3604.56**

Sub Total Amount	3,604.56
Sales Tax Amount	0.00
Total PO Amount	3,604.56

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5603	12	FL.VI.LIBR	61200	00000	700P	3,604.56	2020

0001021076CHAVEZA25-JUL-2019

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.

Authorized Signature

Notice to vendor: You are responsible for delivering goods and delivery documents to the Receiving Department at the site. Failure to do so will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of goods by other parties and failure to obtain authorized signatures may also delay payment. NOTE: PAYMENT TERMS NET 30  
MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

# Requisition

**Supplier:** OCLC PACIFIC  
P O BOX ONB, DEPT 630  
COLUMBUS OH 43265  
United States

0000004022

**email:**

**Ship To:** RECEIVING  
10 COLLEGE PARKWAY  
FOLSOM CA 95630-6798

<b>Business Unit:</b>		<b>GENFD</b>	<b>OPEN</b>
Req ID:	Date	Page	
0001021076	07/25/2019	1	
Requisition Name:			
OCLC 2020			
Requester			
Tanya George			
Requester Signature			
Buyer: Brenda Haney			
Approved:			
Entered By: GEORGET 25-JUL-2019			

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	CATALOGING AND WORLDSHARE ILL SUBSCRIPTION	1	EA	3,604.56	3,604.56	

3,604.56 Sub-total  
0.00 Est. tax

Total Requisition Amount: 3,604.56

SUBSCRIPTION JULY 1,2019 - JUNE 30, 2020

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>
GENFD	5603	12	FL.VI.LIBR	61200	00000	700P	3,604.56

## Purchases Charged to Catagorical Programs, Grants or Special Project.

This purchase is in compliance with the requirement of \_\_\_\_\_

For grants/special projects \_\_\_\_\_

Name : \_\_\_\_\_

Approval Signature

Approval Signature

Approval Signature



## PROFORMA INVOICE

**Invoice Number: FAF1907CUCJ**

Invoice Date: 07/24/2019

Due Before: 07/31/2019

**TANYA GEORGE  
TECH SERVICES/REF LIBRN  
FOLSOM LAKE COL LIBR 10  
COLLEGE PKWY FOLSOM, CA  
95630-6798**

PRODUCT CODE	DESCRIPTION	AMOUNT
	OCLC FY20 Cataloging and WorldShare ILL Subscription	\$3,604.56
	Subscription Period: July 1, 2019 - June 30, 2020	
	<b>TOTAL AMOUNT DUE</b>	<b>\$3,604.56</b>
<b>We appreciate your business.</b> Thank you for supporting the OCLC Cooperative.		
<b>Remit Address:</b> OCLC, Inc. PO Box 5405 Denver, CO 80217-5405		

This proforma invoice supports encumbering and submitting funds for your OCLC products and services.  
If you have additional questions about your Account No. 01OCLC20001369 FAF, please contact Cindy James at 800.848.5878 ext 6281. Or, you can send an email to JAMESC@OCLC.ORG.



## AUTOMATIC PAYMENT PROGRAM Prepayment Registration Form

Current Date:

Purchase Order Number:

INSTITUTION NAME:

ACCOUNT NUMBER:

Please specify the account number to which you would like the prepayment applied.

INSTITUTION SYMBOL:

AMOUNT OF PAYMENT \$

SPECIAL  
INSTRUCTIONS:

**Submit payment with a  
copy of this form to:**

Billing addresses east of  
the Mississippi:

OCLC Inc  
PO BOX 714746  
Cincinnati, OH 45271-4746

Billing addresses west of  
the Mississippi:

OCLC Inc  
PO BOX 5405  
Denver, CO 80217-5405

**Overnight Deliveries only (i.e.  
FedEx)**

OCLC, Inc.  
KeyBank  
Attn: Lockbox Services  
895 Central Avenue, Suite 600  
Cincinnati, OH 45202

**ACH (US Customers) only**

Bank Account: OCLC, Inc.  
Bank Name: KeyBank  
ABA Routing #: 021052053  
Account Number: 61654527

**Wire Transfer only**

Bank Account: OCLC, Inc.  
Bank Name: KeyBank  
ABA Routing #: 041001039  
Account Number: 359681487344

OCLC FEIN NO. 31-0734115

Registration form is required for participation of eligible customer accounts, please return the completed form with payment or email to [acctsrec@oclc.org](mailto:acctsrec@oclc.org). Payment will be received as open credit. At the time of receipt, any open invoices will be deducted from the payment. Invoices generated on an annual (subscriptions) or monthly (IFM or ECS) basis will be deducted from the credit balance. The participation credit will be calculated based on the effective rate at the time as a lump sum credit when payment is received. For accounts with an open credit balance, a statement of all open items will be provided monthly which will display the remaining balance in the account for the current period.