

# Los Rios Community College District

Purchasing: (916)568-3071 \* FAX (916) 568-3145  
LRCCDPurchase@losrios.edu

Accounting Ops: (916)568-3065 \* FAX (916) 286-3636  
Acctg-ops@losrios.edu

## PURCHASE ORDER NO 1116070A CHANGE ORDER

Date	Revision	Page
05/26/2021	1 - 05/27/2021	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1030649 GEORGET HANEYB HANEYB04FLC		

PLEASE SEE TERMS AND CONDITIONS APPENDED TO THIS PO

**Supplier:** 0000001116  
COMMUNITY COLLEGE LEAGUE OF CA  
2017 O ST  
SACRAMENTO CA 95811-5211

**Phone:** (916) 444-8641  
**Fax:** (916) 444-2954

**email:**

**Ship To:** FOLSOM LAKE COLLEGE  
RECEIVING  
10 COLLEGE PARKWAY  
FOLSOM CA 95630  
United States

**Bill To:** LRCCD  
Invoice to: acctg-ops@losrios.edu  
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	SUBSCRIPTION - DRAMA ONLINE FOR LOS RIOS DISTRICT LIBRARIES	1.00 EA	9,600.69	9,600.69	05/26/2021

PRE PAY INVOICE# 11827

FOR DISTRICT-WIDE LIBRARIES  
CHARGEBACK TO THE FOLLOWING FY22 BUDGETS:

ARC: \$4,100.00 GENFD 9220 12 AR.VS.LIBR 61200 00000 384B  
CRC: \$1,787.00 GENFD 9220 12 CR.VE.LRCT 61200 00000 384B  
FLC: \$1,131.69 GENFD 9220 12 FL.VI.LIBR 61200 00000 384B  
SCC: \$2,582.00 GENFD 9220 12 SC.VI.LRNC 61200 00000 384B

05-27-21 AOPS CHANGE ORDER REQUEST TO 9220 PRE-PAID EXPENSE FOR FY22

<b>Sub Total Amount</b>	9,600.69
<b>Sales Tax Amount</b>	0.00
<b>Total PO Amount</b>	9,600.69

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Proq</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>	<u>BYear</u>
GENFD	9220	12					9,600.69	2021

Verification of this purchase order can be made using the Los Rios Community College District web site listed below.

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 good and delivery documents to the Receiving Department at the site. Failure to so do will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of good 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.

# Los Rios Community College District

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LRCCDpurchase@losrios.edu

Accounting Ops: (916)568-3065 \* FAX (916) 286-3636  
Acctg-ops@losrios.edu

## PURCHASE ORDER NO 1116070A CHANGE ORDER

<b>Date</b>	<b>Revision</b>	<b>Page</b>
05/26/2021	1 - 05/27/2021	2
<b>Payment Terms</b>	<b>Freight Terms</b>	<b>Ship Via</b>
NET 30	Shipping Point	Best Method
<b>Reference:</b>	<b>Location / Dept</b>	
1030649 GEORGET HANEYB HANEYB	B04FLC	

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COMMUNITY COLLEGE LEAGUE OF CA  
2017 O ST  
SACRAMENTO CA 95811-5211

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**email:**

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**Tax Exempt?** N

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
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If you have any questions, please contact the Purchasing Office at (916)568-3071.

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

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# Los Rios Community College District

PURCHASE ORDER NO 1116070A

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LRCCDpurchase@losrios.edu

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1- 1	SUBSCRIPTION - DRAMA ONLINE FOR LOS RIOS DISTRICT LIBRARIES	1.00 EA	9,600.69	9,600.69	05/26/2021

PRE PAY INVOICE# 11827 WITH FY21 BUDGETS

Sub Total Amount	9,600.69
Sales Tax Amount	0.00
Total PO Amount	9,600.69

BU	Acct	Fd	Org	Proj	Sub	Proj	Amount	BYear
GENFD	6303	12	AR.VS.LIBR	61200	00000	384B	4,100.00	2021
GENFD	6303	12	CR.VE.LRCT	61200	00000	384B	1,787.00	2021
GENFD	6303	12	FL.VI.LIBR	61200	00000	384B	1,131.69	2021
GENFD	6303	12	SC.VI.LRNC	61200	00000	384B	2,582.00	2021

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# Requisition

**Supplier:** CCLC/CCCAA CONVENTION  
2017 O STREET  
SACRAMENTO CA 95811  
United States

0000043425

**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	
0001030649	05/17/2021	1	
Requisition Name:			
FY21 CCLC			
Requester			
Tanya George			
Requester Signature			
Buyer: Brenda Haney			
Approved:			
Entered By: GEORGET 17-MAY-2021			

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	DRAMA ONLINE	1	EA	9,600.69	9,600.69	

9,600.69 Sub-total  
0.00 Est. tax

Total Requisition Amount: 9,600.69

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	6303	12	AR.VS.LIBR	61200	00000	384B	4,100.00
GENFD	6303	12	CR.VE.LRCT	61200	00000	384B	1,787.00
GENFD	6303	12	FL.VI.LIBR	61200	00000	384B	1,131.69
GENFD	6303	12	SC.VI.LRNC	61200	00000	384B	2,582.00

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

Program Name: HEERF  
Project Grant: 384B  
Program Director: Greg McCormac  
Program Goal: ELIGIBLE LIBRARY MATERIALS in support of pandemic recovery

Approval Signature

Approval Signature

Approval Signature

Invoice 11827



Invoice no. 11827  
Invoice type Final  
Date 07/05/2021  
Payment terms 30 days  
Invoice due date 08/04/2021

Invoice to

Los Rios CCD  
James Telles  
United States

Invoice from

Community College League Of California  
2017 O Street  
Sacramento, CA 95811  
United States

Questions regarding this invoice should be sent to  
abeadle@ccleague.org.

Description	Period	VAT	Reference	Cost
<b>Bloomsbury Publishing FY JUL</b> Publisher: Bloomsbury Publishing				
Drama Online (module subscriptions) Subscription fee Billing cycle:	07/01/2021 - 06/30/2022			9,600.69
<b>Total value, USD</b> 1 invoice items				<b>9,600.69</b>

Effective August 2002 procedures for delinquent invoices are in place. They include a 5% penalty fee and suspension of access to the database(s) when payment is 90 days past the date of issuance on the invoice.

Send payment with copy of this invoice to:  
The Community College League of California  
Attn: Library Consortium  
2017 "O" Street,  
Sacramento, CA 95811.

**Re: Bloomsbury - Drama Online Invoice**

Telles, James <TellesJ@flc.losrios.edu>

Mon 5/3/2021 10:10 AM

To: Brinkley, Amy <BrinkIA@flc.losrios.edu>

Different string from ARC

**James Telles [he/him/his]**  
**Folsom Lake College Library**  
**Instruction & Reference Services Librarian**  
**LRCFT Campus President**  
**916-608-6528**

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**From:** Lehmann, Sarah <LehmanS@arc.losrios.edu>

**Sent:** Monday, May 3, 2021 9:56 AM

**To:** Telles, James <TellesJ@flc.losrios.edu>

**Cc:** Johnson, Joshua <JohnsoJ2@arc.losrios.edu>; Thomas, Carissa <ThomasC@arc.losrios.edu>; Torgashev, Tatyana <torgast@arc.losrios.edu>

**Subject:** RE: Bloomsbury - Drama Online Invoice

Dear James, I have a correction to the budget string. It should be:

GENFD 6303 12 AR.VS.LIBR 61200 00000 2021 384B

Sarah

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**From:** Lehmann, Sarah

**Sent:** Friday, April 30, 2021 12:17 PM

**To:** Telles, James <TellesJ@flc.losrios.edu>

**Cc:** Johnson, Joshua <JohnsoJ2@arc.losrios.edu>; Thomas, Carissa <ThomasC@arc.losrios.edu>; Torgashev, Tatyana <torgast@arc.losrios.edu>

**Subject:** RE: Bloomsbury - Drama Online Invoice

Dear James,

I have discussed this purchase with my dean and the department co-chairs, and we agree to use \$4,100 of ARC's HEERF funds to pay for Drama Online.

*I am an authorized signer for this account.*

*Please use GENFD 6303 11 AR.VS.LIBR 61200 00000 2021 384B in the amount of \$4,100 to cover ARC's portion of the Drama Online Site License.*

Sarah

**Sarah Lehmann** (she/her)  
Librarian  
American River College

## Email authorizing joint-purchase of Drama Online

McGloughlin, Stephen <McGlouS@CRC.losrios.edu>

Wed 5/5/2021 4:11 PM

To: Brinkley, Amy <BrinkIA@flc.losrios.edu>

Cc: Adkins Pogue, Andi <AdkinsA@crc.losrios.edu>; Mejia, Alma <MejiaA@crc.losrios.edu>

Hi Amy

We've been trying to align the accounting to make this purchase of Drama Online. A budget entry was just sent to DO to cover this purchase and the new account should show in PS within a few days. I am the authorized signer of this account.

Please use account **GENFD 6303 12 CR.VE.LRCT 61200 00000 2021 384B** from Cosumnes River College in the amount of **\$1787** for our portion of the Bloomsbury Drama Online database.

Let me know if you have any questions, and thanks in advance,

Stephen



### Stephen McGloughlin

Dean, Library & Technology Services

Information Security Officer

Past President, Los Rios Management Association

Office: (916) 691-7589

Fax: (916) 691-7349



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8401 Center Parkway | Sacramento, CA | 95823

[www.crc.losrios.edu](http://www.crc.losrios.edu)

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**Fw: HEERF funds - drama online renewal**

Telles, James <TellesJ@flc.losrios.edu>

Mon 5/10/2021 9:06 AM

To: Brinkley, Amy <BrinkIA@flc.losrios.edu>

**James Telles [he/him/his]**  
**Folsom Lake College Library**  
**Instruction & Reference Services Librarian**  
**LRCFT Campus President**  
**916-608-6528**

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**From:** Flores, Baleria <FloresB@scc.losrios.edu>

**Sent:** Monday, May 10, 2021 8:17 AM

**To:** Karlsen, Jeffrey <KarlseJ@scc.losrios.edu>; Telles, James <TellesJ@flc.losrios.edu>; Flash, Kevin <FlashK@scc.losrios.edu>

**Cc:** Murillo, Catherine <MurillC@scc.losrios.edu>

**Subject:** RE: HEERF funds - drama online renewal

The account string is ready.

GENFD 6303 12 SC.VI.LRNC 61200 00000 2021 384B

-Baleria

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**From:** Karlsen, Jeffrey

**Sent:** Wednesday, May 5, 2021 9:59 AM

**To:** Telles, James <TellesJ@flc.losrios.edu>; Flash, Kevin <FlashK@scc.losrios.edu>

**Cc:** Murillo, Catherine <MurillC@scc.losrios.edu>; Flores, Baleria <FloresB@scc.losrios.edu>

**Subject:** RE: HEERF funds - drama online renewal

Baleria is going to create a new 6303 account for this purpose and transfer the funds into it. James, this might take another week or so. –Jeff

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**From:** Telles, James <TellesJ@flc.losrios.edu>

**Sent:** Tuesday, May 4, 2021 2:09 PM

**To:** Flash, Kevin <FlashK@scc.losrios.edu>

**Cc:** Karlsen, Jeffrey <KarlseJ@scc.losrios.edu>; Murillo, Catherine <MurillC@scc.losrios.edu>; Flores, Baleria <FloresB@scc.losrios.edu>

**Subject:** Re: HEERF funds - drama online renewal

Looks like they are using 6303 account.

Get [Outlook for iOS](#)

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**From:** Flash, Kevin <FlashK@scc.losrios.edu>

**Sent:** Tuesday, May 4, 2021 1:11:38 PM

**To:** Telles, James <TellesJ@flc.losrios.edu>



**Cc:** Karlsen, Jeffrey <[Karlsej@scc.losrios.edu](mailto:Karlsej@scc.losrios.edu)>; Murillo, Catherine <[MurillC@scc.losrios.edu](mailto:MurillC@scc.losrios.edu)>; Flores, Baleria <[FloresB@scc.losrios.edu](mailto:FloresB@scc.losrios.edu)>

**Subject:** Re: HEERF funds - drama online renewal

GENFD	L	L	4500	12	SC.VI.LRNC	61200	00000	2021	384B
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Hi James,

See about for the budget string. I am not sure if the 4500 is the appropriate account code, if not then we might need to do a budget transfer. What are the other colleges using for an account code?

Kevin

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**From:** Telles, James <[TellesJ@flc.losrios.edu](mailto:TellesJ@flc.losrios.edu)>  
**Sent:** Tuesday, May 4, 2021 11:45 AM  
**To:** Flash, Kevin <[FlashK@scc.losrios.edu](mailto:FlashK@scc.losrios.edu)>  
**Cc:** Karlsen, Jeffrey <[Karlsej@scc.losrios.edu](mailto:Karlsej@scc.losrios.edu)>  
**Subject:** Re: HEERF funds - drama online renewal

Just realized an SCC budget string wasn't included. Just need that to finalize requisition. Thanks,

James

**James Telles [he/him/his]**  
**Folsom Lake College Library**  
**Instruction & Reference Services Librarian**  
**LRCFT Campus President**  
**916-608-6528**

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**From:** Flash, Kevin <[FlashK@scc.losrios.edu](mailto:FlashK@scc.losrios.edu)>  
**Sent:** Tuesday, May 4, 2021 11:41 AM  
**To:** Telles, James <[TellesJ@flc.losrios.edu](mailto:TellesJ@flc.losrios.edu)>  
**Cc:** Karlsen, Jeffrey <[Karlsej@scc.losrios.edu](mailto:Karlsej@scc.losrios.edu)>; Flash, Kevin <[FlashK@scc.losrios.edu](mailto:FlashK@scc.losrios.edu)>  
**Subject:** Fw: HEERF funds - drama online renewal

*I am an authorized signer for this account.*

*Please use [ACCOUNT STRING] in the amount of \$2582 to cover Sacramento City College's portion of the Drama Online Site License.*

Thank you,

Kevin Flash  
Dean, Learning Resources  
Sacramento City College