

# Los Rios Community College District

**PURCHASE ORDER NO 0001114629**

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

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

**PLEASE SEE TERMS AND CONDITIONS APPENDED TO THIS PO**

**Supplier:** 0000005000  
SESAC INC  
35 MUSIC SQUARE EAST  
NASHVILLE TN 37203-4362

**Phone:** (615) 320-0055  
**Fax:** (615) 329-9627

**email:** www.sesac.com

Date	Revision	Page
03/04/2021		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1029032 HARMANJ HANEYB	04FLC	

**Ship To:** SPECIAL SHIPPING NO TAX  
SEE COMMENTS  
FOR SHIPPING  
DETAILS BELOW  
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	MUSIC PERFORMANCE LICENSE FOR SACRAMENTO CITY COLLEGE CONTRACT NUM: 97917-1 JAN 01, 2021 - DEC 31, 2021	1.00 EA	1,374.00	1,374.00	03/03/2021
2- 1	MUSIC PERFORMANCE LICENSE FOR FOLSOM LAKE COLLEGE CONTRACT NUM: 97917-2 JAN 01, 2021 - DEC 31, 2021	1.00 EA	491.18	491.18	03/03/2021
3- 1	MUSIC PERFORMANCE LICENSE FOR COSUMNES RIVER COLLEGE CONTRACT NUM: 97917-3 JAN 01, 2021 - DEC 31, 2021	1.00 EA	1,002.97	1,002.97	03/03/2021
4- 1	MUSIC PERFORMANCE LICENSE FOR AMERICAN RIVER COLLEGE CONTRACT NUM: 97917-4 JAN 01, 2021 - DEC 31, 2021	1.00 EA	1,858.59	1,858.59	03/03/2021

PAY INVOICE #10472836 01-01-2021

ACCOUNT#: 1776 BILL TO#: 504686  
(DISTRICT-WIDE LICENSES)

PY PO 0001110467

**Paid:**

**Check#:** 94-810345

**Date:** 3/4/21

**Amount:** \$4726.74

**Voucher#:**

<b>Sub Total Amount</b>	4,726.74
<b>Sales Tax Amount</b>	0.00
<b>Total PO Amount</b>	4,726.74

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

PURCHASE ORDER NO 0001114629

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

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

PLEASE SEE TERMS AND CONDITIONS APPENDED TO THIS PO

**Supplier:** 0000005000  
SESAC INC  
35 MUSIC SQUARE EAST  
NASHVILLE TN 37203-4362

**Phone:** (615) 320-0055  
**Fax:** (615) 329-9627

**email:** www.sesac.com

<b>Date</b>	<b>Revision</b>	<b>Page</b>
03/04/2021		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>	
1029032 HARMANJ HANEYB	04FLC	

**Ship To:** SPECIAL SHIPPING NO TAX  
SEE COMMENTS  
FOR SHIPPING  
DETAILS BELOW  
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
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BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5601	11	AR.VI.ARTS	10040	00000	041A	1,858.59	2021
GENFD	5601	11	CR.VA.OFFC	60100	00000	041A	1,002.97	2021
GENFD	5601	11	FL.VI.IDES	49000	00000	051C	491.18	2021
GENFD	5601	11	SC.VA.INST	67700	00000	041A	1,374.00	2021

0001029032CHAVEZA03-MAR-2021

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 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

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 person 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 \$1M, \$2M, or \$3M AGGREGATE as prescribed by DISTRICT requirements 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. LRCCD insurance requirements can be viewed on the following website [www.losrios.edu/purchasing](http://www.losrios.edu/purchasing).
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 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, CONTRACTOR's 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. CONTRACTOR further represents and warrants that any software/ hardware/ communications system/ equipment provided under this Agreement (collectively "technology") adheres to the standards and/or specifications as may be set forth in the Section 508 of the Rehabilitation Act of 1973 standards guide and is fully compliant with WCAG 2.0 AA standards for accessibility and compliant with any applicable FCC regulations. If portions of the technology or user experience are alleged to be non-compliant or non-accessible, LRCCD will provide CONTRACTOR with notice of such allegation and CONTRACTOR shall use its best efforts to make the technology compliant and accessible. CONTRACTOR shall indemnify, defend, and hold harmless LRCCD from and against any and all claims, allegations, liabilities, damages, penalties, fees, costs (including but not limited to reasonable attorneys' fees), arising out of or related to allegations the technology is not accessible.
23. **CERTIFICATION:** CONTRACTOR warrants that it is not debarred or suspended, proposed for debarment or declared ineligible for award of contracts by any Federal, State or local Agency.

# Requisition

**Supplier:** SESAC INC  
35 MUSIC SQUARE EAST  
NASHVILLE TN 37203-4362  
United States

0000005000

**Phone:** (615) 320-0055 **Fax:** (615) 329-9627  
**email:** www.sesac.com

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

<b>Business Unit:</b> GENFD OPEN	
Req ID: 0001029032	Date: 03/02/2021
Page 1	
Requisition Name: SESAC	
Requester: Joan Harman	
Requester Signature	
Buyer: Brenda Haney	
Approved:	
Entered By: HARMANJ 02-MAR-2021	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	MUSIC PERFORMANCE LICENSE FOR SACRAMENTO CITY COLLEGE CONTRACT NUM: 97917-1 JAN 01, 2021 - DEC 31, 2021	1	EA	1,374.00	1,374.00	
2-1	MUSIC PERFORMANCE LICENSE FOR FOLSOM LAKE COLLEGE CONTRACT NUM: 97917-2 JAN 01, 2021 - DEC 31, 2021	1	EA	491.18	491.18	
3-1	MUSIC PERFORMANCE LICENSE FOR COSUMNES RIVER COLLEGE CONTRACT NUM: 97917-3 JAN 01, 2021 - DEC 31, 2021	1	EA	1,002.97	1,002.97	
4-1	MUSIC PERFORMANCE LICENSE FOR AMERICAN RIVER COLLEGE CONTRACT NUM: 97917-4 JAN 01, 2021 - DEC 31, 2021	1	EA	1,858.59	1,858.59	

4,726.74 Sub-total  
0.00 Est. tax

Total Requisition Amount: 4,726.74

Please set up as two way match and pay attached invoice #10472836 for Account #: 1776 Bill To #: 504686

PY PO 0001110467

College Approvals

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	5601	11	AR.VI.ARTS	10040	00000	041A	1,858.59
GENFD	5601	11	CR.VA.OFFC	60100	00000	041A	1,002.97
GENFD	5601	11	FL.VI.IDES	49000	00000	051C	491.18
GENFD	5601	11	SC.VA.INST	67700	00000	041A	1,374.00

Approval Signature	Approval Signature	Approval Signature
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# INVOICE

1-866-218-5823  
www.sesac.com  
FED ID: 83-2154058

## Music Performance License

Account Name: Los Rios Community College Dist  
Account #: 1776  
Bill To #: 504686  
Statement Period Through End Date 12/31/2021  
Payment Due Date 01/01/2021

### Simplify your life with AutoPay

Visit [sesac.com/pay](http://sesac.com/pay) to enroll today  
Have your account # and bill to # ready  
All major credit cards and echeck accepted

#### BALANCE DUE SUMMARY

Current Period Payment Due	\$4,726.74
Past Period(s) Payment Due	\$ .00
Late Fees	\$ .00
<b>Total Amount Due</b>	<b>\$4,726.74</b>
Last Payment Received 02/20/2020	\$4,670.63

Please see next page(s) for invoice details

#### Important Information

If you have any questions, please call Customer Service at 1-866-218-5823.

By continuing to use SESAC repertoire and paying this invoice you agree to the following addition to Paragraph 2 of the contract or contracts referenced in the details section of this invoice: "The rights granted pursuant to Paragraph 1 exclude the right to publicly perform the Compositions during political campaign events and/or events organized by political organizations."

SESAC wishes you Happy Holidays and a Prosperous New Year!



#### SIMPLIFY

Enroll in autopay at:  
[www.sesac.com/pay](http://www.sesac.com/pay)



#### VISIT

Create an account or  
login at [sesac.com](http://sesac.com)



#### CALL

Call Customer Service  
at 1-866-218-5823



#### WRITE

35 Music Square East  
Nashville, TN 37203

Please detach and return the bottom portion when paying by check

Internal Use Only  
1776 12/15/2020

**TO AVOID LATE CHARGES, PAY TOTAL BY THE DUE DATE**



VISA

Pay by Credit Card: [www.sesac.com/pay](http://www.sesac.com/pay)



DISCOVER

Login Account #1776 Bill to #504686

Login to update information

**TOTAL DUE BY 01/01/2021**

**\$4,726.74**

CHECK # \_\_\_\_\_ CHECK AMOUNT \_\_\_\_\_



LOS RIOS COMMUNITY COLLEGE DIST  
1919 SPANOS CT  
SACRAMENTO, CA 95825-3981

037806  
T219 P1



Make check payable to:  
SESAC  
P.O. BOX 5246  
New York, NY 10008-5246

000017760000531900004726746



Account #: 1776

Bill To #: 504686

Los Rios Community College Dist

Inv Number	Inv Date	Inv Amount	Paid/Applied	Late Charge	Other Adj	Balance
10472836	01/01/2021	\$4,726.74				\$4,726.74
<b>Sacramento City College</b>		3835 Freeport Blvd, Sacramento, CA				\$1374.00
Contract No.: 97917-1		Colleges/Universities, Jan 01, 2021 - Dec 31, 2021				
<b>Folsom Lake College</b>		10 College Pkwy, Folsom, CA				\$491.18
Contract No.: 97917-2		Colleges/Universities, Jan 01, 2021 - Dec 31, 2021				
<b>Cosumnes River College</b>		8401 Center Pkwy, Sacramento, CA				\$1002.97
Contract No.: 97917-3		Colleges/Universities, Jan 01, 2021 - Dec 31, 2021				
<b>American River College</b>		4700 College Oak Dr, Sacramento, CA				\$1858.59
Contract No.: 97917-4		Colleges/Universities, Jan 01, 2021 - Dec 31, 2021				

**Group Total: \$4,726.74**



## Harman, Joany

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**From:** San Juan, Isolina  
**Sent:** Tuesday, March 2, 2021 11:16 PM  
**To:** Harman, Joany; Deleon, Katie; Smith, Stephanie  
**Cc:** Taylor, Jennifer  
**Subject:** RE: Budget Approval Needed: SESAC

ARC Approved

Thank you, Joany  
Isolina

---

**From:** Harman, Joany  
**Sent:** Tuesday, March 2, 2021 2:40 PM  
**To:** Deleon, Katie <deleonk@CRC.losrios.edu>; Smith, Stephanie <SmithSA@scc.losrios.edu>; San Juan, Isolina <SanJual@arc.losrios.edu>  
**Cc:** Taylor, Jennifer <TaylorJ@flc.losrios.edu>  
**Subject:** Budget Approval Needed: SESAC

Hi All,

I put in requisition 0001029032 for the districtwide SESAC invoice, see attached.  
Please close the following, ASAP, so that new OLR will budget check.

	REQ	PO	Status
ARC	0001028494	0001114188	Dispatched
CRC	0001028476	0001114143	Approved
FLC	0001028473		Open

Please reply to this email to confirm the budget for your college.

Thank you,

**Joany Harman** | Business Services Supervisor  
Folsom Lake College | Los Rios Community College District  
10 College Parkway | Folsom, CA 95630  
p. 916.608-6622 | [harmanj@flc.losrios.edu](mailto:harmanj@flc.losrios.edu)

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**From:** Gordon, Paula <[GordonP@losrios.edu](mailto:GordonP@losrios.edu)>  
**Sent:** Tuesday, March 2, 2021 1:35 PM  
**To:** Harman, Joany <[harmanj@flc.losrios.edu](mailto:harmanj@flc.losrios.edu)>; Deleon, Katie <[deleonk@CRC.losrios.edu](mailto:deleonk@CRC.losrios.edu)>; Smith, Stephanie <[SmithSA@scc.losrios.edu](mailto:SmithSA@scc.losrios.edu)>; San Juan, Isolina <[SanJual@arc.losrios.edu](mailto:SanJual@arc.losrios.edu)>  
**Subject:** RE: SESAC Acct # 1776 Bill # 504686 Business Name: Los Rios Community College Dist

Joany,

My apologies, I never saw the vendor response or would have responded. I recommend each individual PO be cancelled and another put up with split distribution for each campus. Can one of you put up the district wide req?

Thanks



Paula Gordon  
Purchasing Supervisor  
P. (916) 568-3149  
GordonP@LOSRIOS.EDU

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**From:** Harman, Joany <[harmanj@flc.losrios.edu](mailto:harmanj@flc.losrios.edu)>  
**Sent:** Tuesday, March 02, 2021 11:40 AM  
**To:** Gordon, Paula <[GordonP@losrios.edu](mailto:GordonP@losrios.edu)>  
**Subject:** FW: SESAC Acct # 1776 Bill # 504686 Business Name: Los Rios Community College Dist  
**Importance:** High

Paula,  
We are anxious to get this taken care of since the bill was due months ago now. Can you please give us your input on how to proceed.  
Thank you,

**Joany Harman** | Business Services Supervisor  
Folsom Lake College | Los Rios Community College District  
10 College Parkway | Folsom, CA 95630  
p. 916.608-6622 | [harmanj@flc.losrios.edu](mailto:harmanj@flc.losrios.edu)

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**From:** Harman, Joany  
**Sent:** Thursday, February 25, 2021 11:39 AM  
**To:** Deleon, Katie <[deleonk@CRC.losrios.edu](mailto:deleonk@CRC.losrios.edu)>; Smith, Stephanie <[SmithSA@scc.losrios.edu](mailto:SmithSA@scc.losrios.edu)>; San Juan, Isolina <[SanJual@arc.losrios.edu](mailto:SanJual@arc.losrios.edu)>; DO - Purchasing <[xdobspurch@losrios.edu](mailto:xdobspurch@losrios.edu)>  
**Cc:** Taylor, Jennifer <[TaylorJ@flc.losrios.edu](mailto:TaylorJ@flc.losrios.edu)>  
**Subject:** SESAC Acct # 1776 Bill # 504686 Business Name: Los Rios Community College Dist  
**Importance:** High

All,  
SESAC will not split the invoice into one for each college as we are all licensed under one contract, see email below. Since there is only one invoice, AOPS requires only one PO. It looks like ARC, CRC, and FLC have all done some work toward their individual college effort (see table). What is the most efficient way to proceed? Looking for input from district purchasing since this is where the conversation started and there are POs.

	REQ	PO	Status
ARC	0001028494	0001114188	Dispatched
CRC	0001028476	0001114143	Approved
FLC	0001028473		Open

Thank you,

**Joany Harman** | Business Services Supervisor  
Folsom Lake College | Los Rios Community College District  
10 College Parkway | Folsom, CA 95630  
p. 916.608-6622 | [harmanj@flc.losrios.edu](mailto:harmanj@flc.losrios.edu)

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**From:** Terrance Patterson <[tpatterson@sesac.com](mailto:tpatterson@sesac.com)>  
**Sent:** Thursday, February 25, 2021 10:43 AM



**To:** Taylor, Jennifer <[TaylorJ@flc.losrios.edu](mailto:TaylorJ@flc.losrios.edu)>

**Subject:** Acct # 1776 Bill # 504686 Business Name: Los Rios Community College Dist [ ref:\_00D1I1g7j.\_5001IYc0u6:ref ]

**CAUTION:** This email originated from outside of Los Rios. Do not click links or open attachments unless you recognize the sender and know the content is safe. **To mark the message as SPAM, right click the message, select "Junk" , and then select "Block Sender".**

Please find attached a copy of the 2021 invoice for each location listed below. Currently since these locations are all licensed under one contract, there is no way for our system to generate an invoice for each specific location.

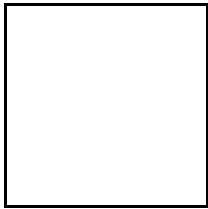
Sacramento City College - 505062

Folsom Lake College - 504991

Cosumnes River College - 505055

American River College - 505063

Thanks!



ref:\_00D1I1g7j.\_5001IYc0u6:ref

## Harman, Joany

---

**From:** Deleon, Katie  
**Sent:** Tuesday, March 2, 2021 4:40 PM  
**To:** Kaldani, Jacqueline  
**Cc:** Harman, Joany  
**Subject:** RE: Budget Approval Needed: SESAC

Jackie,

Please cancel PO 0001114143 to SESAC. We are back to one PO for all campuses, as it should have been from the beginning! Thanks.

Joany, approval to use account GENFD 5601 11 CR.VA.OFFC 60100 00000 2021 041A. Thanks.

Katie



**Katie DeLeon**

Business Services Supervisor

**Phone** (916) 691-7193

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

**Email** [deleonk@crc.losrios.edu](mailto:deleonk@crc.losrios.edu)

8401 Center Parkway Sacramento, CA 95823

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**From:** Harman, Joany <harmanj@flc.losrios.edu>  
**Sent:** Tuesday, March 2, 2021 2:40 PM  
**To:** Deleon, Katie <deleonk@CRC.losrios.edu>; Smith, Stephanie <SmithSA@scc.losrios.edu>; San Juan, Isolina <SanJual@arc.losrios.edu>  
**Cc:** Taylor, Jennifer <TaylorJ@flc.losrios.edu>  
**Subject:** Budget Approval Needed: SESAC

Hi All,

I put in requisition 0001029032 for the districtwide SESAC invoice, see attached.

Please close the following, ASAP, so that new OLR will budget check.

	REQ	PO	Status
ARC	0001028494	0001114188	Dispatched
CRC	0001028476	0001114143	Approved
FLC	0001028473		Open

Please reply to this email to confirm the budget for your college.

Thank you,

**Joany Harman** | Business Services Supervisor  
Folsom Lake College | Los Rios Community College District  
10 College Parkway | Folsom, CA 95630  
p. 916.608-6622 | [harmanj@flc.losrios.edu](mailto:harmanj@flc.losrios.edu)

---

**From:** Gordon, Paula <[GordonP@losrios.edu](mailto:GordonP@losrios.edu)>  
**Sent:** Tuesday, March 2, 2021 1:35 PM  
**To:** Harman, Joany <[harmanj@flc.losrios.edu](mailto:harmanj@flc.losrios.edu)>; Deleon, Katie <[deleonk@CRC.losrios.edu](mailto:deleonk@CRC.losrios.edu)>; Smith, Stephanie <[SmithSA@scc.losrios.edu](mailto:SmithSA@scc.losrios.edu)>; San Juan, Isolina <[SanJual@arc.losrios.edu](mailto:SanJual@arc.losrios.edu)>  
**Subject:** RE: SESAC Acct # 1776 Bill # 504686 Business Name: Los Rios Community College Dist

Joany,

My apologies, I never saw the vendor response or would have responded. I recommend each individual PO be cancelled and another put up with split distribution for each campus. Can one of you put up the district wide req?

Thanks



**Paula Gordon**  
**Purchasing Supervisor**  
P. (916) 568-3149  
[GordonP@LOSRIOS.EDU](mailto:GordonP@LOSRIOS.EDU)

---

**From:** Harman, Joany <[harmanj@flc.losrios.edu](mailto:harmanj@flc.losrios.edu)>  
**Sent:** Tuesday, March 02, 2021 11:40 AM  
**To:** Gordon, Paula <[GordonP@losrios.edu](mailto:GordonP@losrios.edu)>  
**Subject:** FW: SESAC Acct # 1776 Bill # 504686 Business Name: Los Rios Community College Dist  
**Importance:** High

Paula,

We are anxious to get this taken care of since the bill was due months ago now. Can you please give us your input on how to proceed.

Thank you,

**Joany Harman** | Business Services Supervisor  
Folsom Lake College | Los Rios Community College District  
10 College Parkway | Folsom, CA 95630  
p. 916.608-6622 | [harmanj@flc.losrios.edu](mailto:harmanj@flc.losrios.edu)

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**From:** Harman, Joany  
**Sent:** Thursday, February 25, 2021 11:39 AM  
**To:** Deleon, Katie <[deleonk@CRC.losrios.edu](mailto:deleonk@CRC.losrios.edu)>; Smith, Stephanie <[SmithSA@scc.losrios.edu](mailto:SmithSA@scc.losrios.edu)>; San Juan, Isolina <[SanJual@arc.losrios.edu](mailto:SanJual@arc.losrios.edu)>; DO - Purchasing <[xdobspurch@losrios.edu](mailto:xdobspurch@losrios.edu)>  
**Cc:** Taylor, Jennifer <[TaylorJ@flc.losrios.edu](mailto:TaylorJ@flc.losrios.edu)>  
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**Importance:** High

All,

SESAC will not split the invoice into one for each college as we are all licensed under one contract, see email below. Since there is only one invoice, AOPS requires only one PO. It looks like ARC, CRC, and FLC have all done some work toward their individual college effort (see table). What is the most efficient way to proceed? Looking for input from district purchasing since this is where the conversation started and there are POs.

	REQ	PO	Status
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CRC	0001028476	0001114143	Approved

FLC	0001028473		Open
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Thank you,

**Joany Harman** | Business Services Supervisor  
 Folsom Lake College | Los Rios Community College District  
 10 College Parkway | Folsom, CA 95630  
 p. 916.608-6622 | [harmanj@flc.losrios.edu](mailto:harmanj@flc.losrios.edu)

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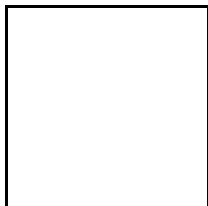
**From:** Terrance Patterson <[tpatterson@sesac.com](mailto:tpatterson@sesac.com)>  
**Sent:** Thursday, February 25, 2021 10:43 AM  
**To:** Taylor, Jennifer <[TaylorJ@flc.losrios.edu](mailto:TaylorJ@flc.losrios.edu)>  
**Subject:** Acct # 1776 Bill # 504686 Business Name: Los Rios Community College Dist [ ref:\_00D1I1g7j.\_5001IYc0u6:ref ]

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Please find attached a copy of the 2021 invoice for each location listed below. Currently since these locations are all licensed under one contract, there is no way for our system to generate an invoice for each specific location.

Sacramento City College - 505062  
 Folsom Lake College - 504991  
 Cosumnes River College - 505055  
 American River College - 505063

Thanks!



ref:\_00D1I1g7j.\_5001IYc0u6:ref

## Harman, Joany

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**From:** Smith, Stephanie  
**Sent:** Tuesday, March 2, 2021 3:56 PM  
**To:** Harman, Joany  
**Subject:** RE: Budget Approval Needed: SESAC

Hi Joany,  
SCC budget is approved.

Stephanie

---

**From:** Harman, Joany <harmanj@flc.losrios.edu>  
**Sent:** Tuesday, March 2, 2021 2:40 PM  
**To:** Deleon, Katie <deleonk@CRC.losrios.edu>; Smith, Stephanie <SmithSA@scc.losrios.edu>; San Juan, Isolina <SanJual@arc.losrios.edu>  
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10 College Parkway | Folsom, CA 95630  
p. 916.608-6622 | [harmanj@flc.losrios.edu](mailto:harmanj@flc.losrios.edu)

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P. (916) 568-3149  
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p. 916.608-6622 | [harmanj@flc.losrios.edu](mailto:harmanj@flc.losrios.edu)

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**Cc:** Taylor, Jennifer <[TaylorJ@flc.losrios.edu](mailto:TaylorJ@flc.losrios.edu)>  
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p. 916.608-6622 | [harmanj@flc.losrios.edu](mailto:harmanj@flc.losrios.edu)

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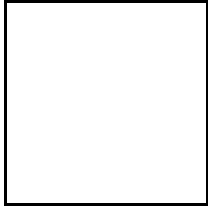
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