

**COMPLETED****Los Rios Community College District****PURCHASE ORDER NO 0001120233**

Purchasing: (916)568-3071  
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:** 0000026252  
THOMSON REUTERS  
610 OPPERMAN DR  
EAGAN MN 55123

Date	Revision	Page
03/14/2022		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1035094 GEORGET HANEYB	04FLC	

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

**Bill To:** LRCCD  
Invoice to: acctg-ops@losrios.edu  
1919 Spanos Court  
Sacramento CA 95825-3981  
United States

email:

Tax Exempt? N

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	CA REVENUE AND TAXATION CODE	1.00 EA	89.00	89.00	03/10/2022

PREPAY INVOICE# 846045252 03-04-22 ACCT# 1003190006

**PAID****CHECK #: 0094825306****DATE: 03/15/22****AMOUNT: 95.90****VOUCHER#: 006200037**

<b>Sub Total Amount</b>	89.00
<b>Sales Tax Amount</b>	6.90
<b>Total PO Amount</b>	95.90

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	6300	12	FL.VI.LIBR	61200	00000	700P	95.90	2022

0001035094CHAVEZA10-MAR-2022

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 email address: LRCCDpurchase@losrios.com.

<https://psreports.losrios.edu/PurchaseOrderInformation.asp>

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.

# Requisition

**Supplier:** THOMSON REUTERS  
610 OPPERMAN DR  
EAGAN MN 55123  
United States

0000026252

**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	
0001035094	03/07/2022	1	
Requisition Name:			
FY 2022 THOMPSON REUTERS			
Requester			
Tanya George			
Requester Signature			
Buyer: Brenda Haney			
Approved:			
Entered By: GEORGET 07-MAR-2022			

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	CA REVENUE AND TAXATION CODE	1	EA	89.00	89.00	

89.00 Sub-total  
6.90 Est. tax

Total Requisition Amount: 95.90

PREPAY ATTACHED INOVIE 846045252  
ACCT# 1003190006

<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	6300	12	FL.VI.LIBR	61200	00000	700P	89.00

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

Program Name: LOTTERY  
Project Grant: 700P  
Program Director: MCCORMAC  
Program Goal: ELIGIBLE LIBRARY MATERIAL

**Approval Signature**

**Approval Signature**

**Approval Signature**

# Subscription Invoice

Page 1 of 3



Thomson Reuters  
West Publishing Corporation  
610 Opperman Drive  
Eagan, MN 55123-1396

LOS RIOS COMMUNITY  
COLLEGE DIST

Invoice #: 846045252  
Account #: 1003190006  
Invoice date: March 4, 2022

LOS RIOS COMMUNITY COLLEGE DISTRICT  
ACCOUNTING  
1919 SPANOS CT  
SACRAMENTO, CA 95825-3905

Total Due in USD  
**95.90**

Payment Due  
**April 3, 2022**

Summary	Charge USD	Tax total USD	Total USD
SUBSCRIPTION PRODUCT CHARGES	89.00	6.90	95.90
<b>TOTAL INVOICE AMOUNT</b>	<b>89.00</b>	<b>6.90</b>	<b>95.90</b>

#### Billing note:

NEW RESOURCE AVAILABLE: Find information on how to read your invoice and other commonly asked billing questions under the Billing, payment, returns & refunds section online at [legal.thomsonreuters.com/en/support](http://legal.thomsonreuters.com/en/support).

#### Self-Service online resources

Sign up for E-delivery of invoices at: <http://ebilling.thomsonreuters.com>  
To manage your account sign up at MyAccount: <http://myaccount.tr.com/westlaw>  
For online support contact us at: <http://legal.thomsonreuters.com/en/support>

A

**Include this portion with your payment-Folding and stapling may delay your payment**

#### LOS RIOS COMMUNITY COLLEGE DIST

Invoice #: 846045252  
Invoice date: March 4, 2022  
Account #: 1003190006

#### Pay online:

Log on to <http://myaccount.tr.com/westlaw>  
to make the payment electronically. Set up your  
payment to be withdrawn electronically using  
direct debit or credit card.

Invoice due date: April 3, 2022  
Amount due in USD: 95.90

#### Please make checks payable to:

Thomson Reuters - West  
Payment Center  
P.O. Box 6292  
Carol Stream, IL 60197-6292

Amount enclosed \_\_\_\_\_

0846045252 000000000000000000000000 20220304 ZCMI 000009590 0010 1003190006 0

# Information and **payment details**



## Self-service online resources

### <http://myaccount.tr.com/westlaw>

- Manage payments online and review account balances
- Update addresses and review order status
- View and download invoice details
- Manage online users' access

### <http://www.quickview.com>

- Obtain free usage reporting for cost recovery
- Obtain eDiscovery matter details

### <http://ebilling.thomsonreuters.com>

- Go Green with eInvoicing for time savings and convenience

### <https://mytr.thomsonreuters.com/content/MYTR/autopay.html>

- Easily and quickly enroll in our Autopay program
- Easily make updates after setup



## Contact us online

### <https://legal.thomsonreuters.com/en/support>

- Provides answers to commonly asked questions and web forms for submitting account-related requests



## Thomson Reuters tax information

### Canadian registration numbers

Canada GST/HST: 13641 8480 RT0001

British Columbia PST: PST-1000-4632

Quebec QST: 1021623993 TQ001

Saskatchewan PST: 1895663

### VAT Reg Numbers

EU372021573

GB369490158

### Federal Tax ID

41-1426973



## Return policy

- If you are not completely satisfied with the products you purchase from West (Thomson Reuters), you may return them. In order to receive credit, returns must be received within 45 days of the ship date. If a return is received after 45 days, we regret that we cannot issue a refund or send the merchandise back to you. The ship date can be found online at My Account (<http://myaccount.tr.com/westlaw>).
- Please note that products included within programs such as, but not limited to, Library Maintenance Agreement/Library Management Arrangement, Library Savings Plan, West Complete, Assured Print Pricing, WestPack, and Special Offer agreements cannot be separately cancelled or returned and are nonrefundable. These programs provide our most favorable terms, and titles within these programs are not eligible for refund.
- To ensure accurate processing, simply return merchandise in its original packaging via a trackable shipping method and insure the merchandise for its value. Always enclose a copy of the original delivery or billing document and include a brief explanation of the reason for the return. All expenses associated with returns are the responsibility of the customer. Customers will forfeit any applicable discounts when returning part of a promotional sale. To verify our receipt of your return and any credit applied, access the Returns History section in My Account (<http://myaccount.tr.com/westlaw>).
- The return policy does not apply to online, hosted, software, or Thomson Reuters ProView® eBook products. Please refer to your order form.



## Payment options and terms

Include your invoice number to assist with applying your payment or email the remittance to [west.arpaymentcenter@thomsonreuters.com](mailto:west.arpaymentcenter@thomsonreuters.com)

### Pay online

To make a payment online or sign up for Autopay, please visit

<http://myaccount.tr.com/westlaw>

### Electronic payments in US currency should be issued to

West Publishing Corporation

BMO Harris Bank N.A.,

111 West Monroe Street, 9th Floor West, Chicago IL 60603

Bank Routing #: 071000288

Bank Account #: 4445615

SWIFT Code: HATRUS44

Electronic payment details for other currencies

<http://legal.tr.com/electronic-funds-transfer>

### Pay via phone

To make a payment via telephone, please call 1-800-328-4880

Say "Account Services," then provide account number, say "make a payment."

### Check

Check payments should be mailed to the address on the front of invoice in the remittance section. To ensure timely application, return the remittance portion with your check payment.

- Terms: Net 30; products are shipped FOB shipping point
- Please do not enclose cash or additional correspondence
- Payments marked "paid in full," or with any other restrictive language, shall not operate as an accord and satisfaction without the prior written approval of West (Thomson Reuters).

# Subscription Invoice

Page 3 of 3



Thomson Reuters  
West Publishing Corporation  
610 Opperman Drive  
Eagan, MN 55123-1396

**LOS RIOS COMMUNITY  
COLLEGE DIST**

Invoice #: 846045252  
Account #: 1003190006  
Invoice date: March 4, 2022

## Subscription Product Charges

Product Detail	Reference #	Quantity	Unit Price USD	Charge Price USD	Tax USD	Total USD
1003190006 LOS RIOS COMMUNITY COLLEGE DIST FOLSOM LAKE CENTER 10 COLLEGE PKWY FOLSOM CA 95630-6798  Ship/Post date: February 8 Delivery # 0440903031  CA REVENUE AND TAXATION CODE 2022	6146604600	1	89.00	89.00	6.90	95.90

Subscription Product Charges Total USD  
**95.90**