

# Los Rios Community College District

**PURCHASE ORDER NO 0001125325**

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**

<b>Date</b> 01/20/2023	<b>Revision</b>	<b>Page</b> 1
<b>Payment Terms</b> NET 30	<b>Freight Terms</b> Shipping Point	<b>Ship Via</b> Best Method
<b>Reference:</b> 1040598 GEORGET HANEYB		<b>Location / Dept</b> 04FLC

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

**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

email:

Tax Exempt? N

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	ALMA DIGITAL SUBSCRIPTION FEE 1/01/23-12/31/23	1.00 EA	3,372.00	3,372.00	02/02/2023

PREPAY INVOICE# 13429

<b>Sub Total Amount</b>	3,372.00
<b>Sales Tax Amount</b>	0.00
<b>Total PO Amount</b>	3,372.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5603	12	FL.VI.LISC	61200	00000	491N	443.76	2023
GENFD	5890	12	CR.VE.LRCT	61200	00000	384B	692.61	2023
GENFD	5890	12	SC.VI.LRNC	61200	00000	491N	935.39	2023
GENFD	6303	11	AR.VS.LIBR	61200	00000	051C	1,300.24	2023

0001040598MCKECHND19-JAN-2023

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**

*Kim Carrillo*

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 per 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 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:** COMMUNITY COLLEGE LEAGUE OF CA 0000001116  
 2017 O ST  
 SACRAMENTO CA 95811-5211  
 United States

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

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

<b>Business Unit:</b> GENFD <b>OPEN</b>	
Req ID: 0001040598	Date: 01/10/2023
Requisition Name: CCLC	
Requester: Tanya George	
Requester Signature	
Buyer: Brenda Haney	
Approved:	
Entered By: GEORGET 10-JAN-2023	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	ALMA DIGITAL SUBSCRIPTION FEE 1/01/23-12/31/23	1	EA	3,372.00	3,372.00	

3,372.00 Sub-total  
0.00 Est. tax

Total Requisition Amount: 3,372.00

PLEASE PAY ATTACHED INV# 13429

<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.LISC	61200	00000	491N	443.76
GENFD	5890	12	CR.VE.LRCT	61200	00000	384B	692.61
GENFD	5890	12	SC.VI.LRNC	61200	00000	491N	935.39
GENFD	6303	11	AR.VS.LIBR	61200	00000	051C	1,300.24

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

Program Name: HERF & LSP  
 Project Grant: 384B & 491N  
 Program Director: KEVIN FLASH; STEPHEN MCGLOUGHLIN, GREGORY MCCORMAC  
 Program Goal: ELIGIBLE LIBRARY MATERIALS

<b>Approval Signature</b>	<b>Approval Signature</b>	<b>Approval Signature</b>
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## Re: Alma Digital Payment Authorization

Garcia, Diana <GarciaD@arc.losrios.edu>

Tue 1/17/2023 12:40 PM

To: Mroczka, Hilary <MroczkH@arc.losrios.edu>; Thomas, Carissa <ThomasC@arc.losrios.edu>; Torgashev, Tatyana <torgast@arc.losrios.edu>

Cc: Squire, Martee <SquireM@arc.losrios.edu>; Brinkley, Amy <BrinkIA@flc.losrios.edu>; George, Tanya <georget@flc.losrios.edu>

Hello,

I am an authorized signer for this account. Please use the account **GENFD 6303 11 AR.VS.LIBR 61200 00000 2023 051C** from American River College in the amount of **\$1,300.24** for our portion of the Alma Digital subscription.

Hope you all have a great start to the semester!

Diana

**Diana Garcia, M.S.**

Interim Dean of Student Services,

Library, Learning Resource Center & Dusty Baker Center

American River College | 4700 College Oak Drive | Sacramento, CA 95841

(916) 484-8054 | garciad@arc.losrios.edu

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**From:** Mroczka, Hilary <MroczkH@arc.losrios.edu>

**Sent:** Tuesday, January 17, 2023 12:34 PM

**To:** Garcia, Diana <GarciaD@arc.losrios.edu>; Thomas, Carissa <ThomasC@arc.losrios.edu>; Torgashev, Tatyana <torgast@arc.losrios.edu>

**Cc:** Squire, Martee <SquireM@arc.losrios.edu>; Brinkley, Amy <BrinkIA@flc.losrios.edu>; George, Tanya <georget@flc.losrios.edu>

**Subject:** RE: Alma Digital Payment Authorization

Hi Diana,

Can you approve the statement below?

Thank you,  
Hilary

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**From:** Mroczka, Hilary

**Sent:** Thursday, January 12, 2023 8:34 AM

**To:** Garcia, Diana <GarciaD@arc.losrios.edu>; Thomas, Carissa <ThomasC@arc.losrios.edu>; Torgashev, Tatyana <torgast@arc.losrios.edu>

**Cc:** Squire, Martee <SquireM@arc.losrios.edu>; Brinkley, Amy <BrinkIA@flc.losrios.edu>; George, Tanya <georget@flc.losrios.edu>

**Subject:** RE: Alma Digital Payment Authorization

Hello All~

Due to insufficient funds in the original account, we are going to use a different account for this.

Diana, can you approve the following statement?

**I am an authorized signer for this account. Please use the account GENFD 6303 11 AR.VS.LIBR 61200 00000 2023 051C from American River College in the amount of \$1,300.24 for our portion of the Alma Digital subscription.**

Thank you,  
Hilary

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**From:** Garcia, Diana <[GarciaD@arc.losrios.edu](mailto:GarciaD@arc.losrios.edu)>  
**Sent:** Wednesday, December 7, 2022 1:46 PM  
**To:** Mroccka, Hilary <[MroczkH@arc.losrios.edu](mailto:MroczkH@arc.losrios.edu)>; Thomas, Carissa <[ThomasC@arc.losrios.edu](mailto:ThomasC@arc.losrios.edu)>; Torgashev, Tatyana <[torgast@arc.losrios.edu](mailto:torgast@arc.losrios.edu)>  
**Cc:** Squire, Martee <[SquireM@arc.losrios.edu](mailto:SquireM@arc.losrios.edu)>; Brinkley, Amy <[BrinklA@flc.losrios.edu](mailto:BrinklA@flc.losrios.edu)>  
**Subject:** Re: Alma Digital Payment Authorization

Hello,

**I am an authorized signer for this account. Please use the account 6303 11 AR.VS.LIBR 61200 00000 2023 041A from American River College in the amount of \$1,300.24 for our portion of the Alma Digital subscription.**

Please let me know if any additional information is needed.

Thank you,  
Diana

**Diana Garcia, M.S.**  
Interim Dean of Student Services,  
Library, Learning Resource Center & Dusty Baker Center  
American River College | 4700 College Oak Drive | Sacramento, CA 95841  
(916) 484-8054 | [garciad@arc.losrios.edu](mailto:garciad@arc.losrios.edu)

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**From:** Mroccka, Hilary <[MroczkH@arc.losrios.edu](mailto:MroczkH@arc.losrios.edu)>  
**Sent:** Wednesday, December 7, 2022 12:38 PM  
**To:** Garcia, Diana <[GarciaD@arc.losrios.edu](mailto:GarciaD@arc.losrios.edu)>; Thomas, Carissa <[ThomasC@arc.losrios.edu](mailto:ThomasC@arc.losrios.edu)>; Torgashev, Tatyana <[torgast@arc.losrios.edu](mailto:torgast@arc.losrios.edu)>  
**Cc:** Squire, Martee <[SquireM@arc.losrios.edu](mailto:SquireM@arc.losrios.edu)>; Brinkley, Amy <[BrinklA@flc.losrios.edu](mailto:BrinklA@flc.losrios.edu)>  
**Subject:** RE: Alma Digital Payment Authorization

Hi again,

Carissa explained to me that we typically don't have 491N accounts for platform services. She recommended that we use GENFD 6303 11 AR.VS.LIBR 61200 00000 2023 041A.

So, Diana, can you approve the following statement? (Amy Brinkley, from FLC, has been cc'd as she is submitting the request for payment on behalf of all 4 colleges.)

**I am an authorized signer for this account. Please use the account 6303 11 AR.VS.LIBR 61200 00000 2023 041A from American River College in the amount of \$1,300.24 for our portion of the Alma Digital subscription.**

Thank you,  
Hilary

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**From:** Mroczka, Hilary

**Sent:** Tuesday, December 6, 2022 4:09 PM

**To:** Garcia, Diana <[GarciaD@arc.losrios.edu](mailto:GarciaD@arc.losrios.edu)>; Thomas, Carissa <[ThomasC@arc.losrios.edu](mailto:ThomasC@arc.losrios.edu)>; Torgashev, Tatyana <[torgast@arc.losrios.edu](mailto:torgast@arc.losrios.edu)>

**Cc:** Squire, Martee <[SquireM@arc.losrios.edu](mailto:SquireM@arc.losrios.edu)>

**Subject:** Alma Digital Payment Authorization

Hi All~

Alma Digital is a service each of the college's pays for. It enables us to provide digital representations of textbooks to students. ARC's portion is \$1,300.24 (it was divided by FTE).

It was recommended that we use a 5603 491N account. **Carissa or Tatyana, do you know which is the correct account to use?**

Once I receive that information, Diana, I will reach back out to you for you to approve the purchase.

Thank you,  
Hilary

**Hilary Mroczka**

Library Department Co-Chair

Technical Services Librarian

American River College

(916) 484-4592

<https://www.arc.losrios.edu/student-resources/library>

## RE: Alma Digital payment authorization

Reitz, Nancy <Reitzn@losrios.edu>

Wed 12/7/2022 12:36 PM

To: Mejia, Alma <MejiaA@crc.losrios.edu>; Mroccka, Hilary <MroczkH@arc.losrios.edu>; Karlsen, Jeffrey <KarlseJ@scc.losrios.edu>; Brinkley, Amy <BrinklA@flc.losrios.edu>

Cc: Huyck-Aufdermaur, Melaine <Huyck-M@crc.losrios.edu>; Perez, Rochelle <PerezR@crc.losrios.edu>

Dear Colleagues,

I approve of the use of this budget for paying our share of the system in this transaction.

*Nancy*



Nancy Reitz  
Interim Dean, CRC  
Library and Academic Support

[reitzn@crc.losrios.edu](mailto:reitzn@crc.losrios.edu)

916-691-7589 (o)

916-524-4971 (m)



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8401 Center Parkway | Sacramento, CA | 95823

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

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**From:** Mejia, Alma <MejiaA@crc.losrios.edu>

**Sent:** Wednesday, December 7, 2022 12:32 PM

**To:** Mroccka, Hilary <MroczkH@arc.losrios.edu>; Karlsen, Jeffrey <KarlseJ@scc.losrios.edu>; Brinkley, Amy <BrinklA@flc.losrios.edu>

**Cc:** Huyck-Aufdermaur, Melaine <Huyck-M@crc.losrios.edu>; Reitz, Nancy <Reitzn@losrios.edu>; Perez, Rochelle <PerezR@crc.losrios.edu>

**Subject:** RE: Alma Digital payment authorization

Sorry forgot to mention, once the PO is issued could someone please send me a copy for our files?

Thank you.

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**Alma Mejia, Administrative Assistant**

*Preferred Pronouns: She/Her/Hers/They/Them*

**Learning Resources & College Technology**

**Office: (916) 691-7337**

**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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**From:** Mejia, Alma

**Sent:** Wednesday, December 7, 2022 12:31 PM

**To:** Mroczka, Hilary <[MroczkH@arc.losrios.edu](mailto:MroczkH@arc.losrios.edu)>; Karlsen, Jeffrey <[KarlseJ@scc.losrios.edu](mailto:KarlseJ@scc.losrios.edu)>; Brinkley, Amy <[BrinklA@flc.losrios.edu](mailto:BrinklA@flc.losrios.edu)>

**Cc:** Huyck-Aufdermaur, Melaine <[Huyck-M@crc.losrios.edu](mailto:Huyck-M@crc.losrios.edu)>; Reitz, Nancy <[Reitzn@losrios.edu](mailto:Reitzn@losrios.edu)>; Perez, Rochelle <[PerezR@crc.losrios.edu](mailto:PerezR@crc.losrios.edu)>

**Subject:** RE: Alma Digital payment authorization

Hello folks, Nancy Reitz-Dean is the authorized signer for CRC; with her approval please use: GENFD 5890 12 CR.VE.LRCT 61200 00000 384B for \$692.61

Thank you.



**Alma Mejia, Administrative Assistant**

*Preferred Pronouns: She/Her/Hers/They/Them*

**Learning Resources & College Technology**

Office: (916) 691-7337

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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**From:** Huyck-Aufdermaur, Melaine <[Huyck-M@crc.losrios.edu](mailto:Huyck-M@crc.losrios.edu)>

**Sent:** Wednesday, December 7, 2022 10:23 AM

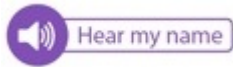
**To:** Reitz, Nancy <[Reitzn@losrios.edu](mailto:Reitzn@losrios.edu)>; Mejia, Alma <[MejiaA@crc.losrios.edu](mailto:MejiaA@crc.losrios.edu)>; Perez, Rochelle <[PerezR@crc.losrios.edu](mailto:PerezR@crc.losrios.edu)>

**Subject:** Fw: Alma Digital payment authorization

Hi everyone, our payment for the Alma Digital service (for controlled digital lending) is due.



Melaine Huyck-Aufdermaur



Technical Services Librarian  
She/hers

---

**From:** Brinkley, Amy <[BrinkIA@flc.losrios.edu](mailto:BrinkIA@flc.losrios.edu)>

**Sent:** Tuesday, December 6, 2022 2:56 PM

**To:** Mrocza, Hilary <[MroczkH@arc.losrios.edu](mailto:MroczkH@arc.losrios.edu)>; Karlsen, Jeffrey <[Karlsej@scc.losrios.edu](mailto:Karlsej@scc.losrios.edu)>; Huyck-Aufdermaur, Melaine <[Huyck-M@crc.losrios.edu](mailto:Huyck-M@crc.losrios.edu)>

**Subject:** Alma Digital payment authorization

Hi all,

Please find the invoice for our subscription to Alma Digital attached. Each college will need to provide a budget string and approval from an authorized signer so that we can process the payment. Note that you may want to consider using 5603 491N funds to cover this expense.

- ARC - \$1,300.24
- CRC - \$692.61
- FLC - \$443.76
- SCC - \$935.39

Sample language:

**I am an authorized signer for this account. Please use the account 5603 12 FL.VI.LISC 61200 00000 2023 491N from Folsom Lake College in the amount of \$443.76 for our portion of the Alma Digital subscription.**

Thanks!

Amy

## Budget String for Alma Digital Subscription

Selva, Marci <SelvaM@scc.losrios.edu>

Wed 12/14/2022 1:26 PM

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

Cc: Karlson, Jeffrey <KarlseJ@scc.losrios.edu>; Flores, Baleria <FloresB@scc.losrios.edu>

Hi Amy,

I am an authorized signer for this account. Please use the account 5890 12 SC.VI.LRNC 61200 00000 491N from Sacramento City College in the amount of \$935.39 for our portion of the Alma Digital subscription.

If you have any questions, please let me know.

Thanks!

Marci Selva

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