

# Los Rios Community College District

**PURCHASE ORDER NO 0001125271**

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> 01/13/2023	<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> 1040599 GEORGET HANEYB		<b>Location / Dept</b> 04FLC

**Supplier:** 0000026252  
THOMSON REUTERS  
WEST PAYMENT CENTER  
PO BOX 6292  
CAROL STREAM IL 60197-6292

**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:

<u>Tax Exempt?</u> N	<u>Use Tax Applicable:</u> Y					
<u>Line-Sch</u>	<u>Item/Description</u>	<u>Quantity</u>	<u>UOM</u>	<u>PO Price</u>	<u>Extended Amt</u>	<u>Due Date</u>
1- 1	CA VEHICLE CODE 2023	1.00	EA	99.00	99.00	01/19/2023
2- 1	CA ED CODE 2023 V.1	1.00	EA	58.00	58.00	01/19/2023
3- 1	CA ED CODE 2023 V.2	1.00	EA	58.00	58.00	01/19/2023
4- 1	CA PENAL CODE 2023 V.1	1.00	EA	38.00	38.00	01/19/2023
5- 1	CA PENAL CODE 2023 V.2	1.00	EA	38.00	38.00	01/19/2023

PAY INV# 847698228

ITEMS RECEIVED AUTO SHIP

<b>Sub Total Amount</b>	291.00
<b>Sales Tax Amount</b>	0.00
<b>Total PO Amount</b>	291.00

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>	<u>BYear</u>
GENFD	6300	12	FL.VI.LIBR	61200	00000	700P	291.00	2023

0001040599MCKECHND12-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.

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

**PURCHASE ORDER NO 0001125271**

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**Supplier:** 0000026252  
THOMSON REUTERS  
WEST PAYMENT CENTER  
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<b>Date</b> 01/13/2023	<b>Revision</b>	<b>Page</b> 2
<b>Payment Terms</b> NET 30	<b>Freight Terms</b> Shipping Point	<b>Ship Via</b> Best Method
<b>Reference:</b> 1040599 GEORGET HANEYB		<b>Location / Dept</b> 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    **Use Tax Applicable:** Y

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
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<https://psreports.losrios.edu/PurchaseOrderInformation.asp>

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### Authorized Signature

AUTHORIZED SIGNATURE ON PO TOTAL PAGE

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

0000026252

<b>Business Unit:</b>		<b>GENFD</b>	<b>OPEN</b>
Req ID:	Date	Page	
0001040599	01/10/2023	1	
Requisition Name: THOMSON REUTERS			
Requester Tanya George			
Requester Signature			
Buyer: Brenda Haney			
Approved:			
Entered By: GEORGET 10-JAN-2023			

**email:**

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

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	CA VEHICLE CODE 2023	1	EA	99.00	99.00	
2-1	CA ED CODE 2023 V.1	1	EA	58.00	58.00	
3-1	CA ED CODE 2023 V.2	1	EA	58.00	58.00	
4-1	CA PENAL CODE 2023 V.1	1	EA	38.00	38.00	
5-1	CA PENAL CODE 2023 V.2	1	EA	38.00	38.00	

291.00 Sub-total  
22.57 Est. tax

Total Requisition Amount: 313.57

INV# 847698228

<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	291.00

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

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

<b>Approval Signature</b>	<b>Approval Signature</b>	<b>Approval Signature</b>
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# Subscription Invoice



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

**LOS RIOS COMMUNITY  
COLLEGE DIST**

Invoice #: 847698228  
Account #: 1003190006  
Invoice date: January 4, 2023

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

Total Due in USD  
**313.57**  
Payment due by  
**February 3, 2023**

Summary	Charge USD	Tax total USD	Total USD
SUBSCRIPTION PRODUCT CHARGES	291.00	22.57	313.57
<b>TOTAL INVOICE AMOUNT</b>	<b>291.00</b>	<b>22.57</b>	<b>313.57</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 #: 847698228  
Invoice date: January 4, 2023  
Account #: 1003190006

**Pay online:**

To make a payment electronically log on to <https://www.thomsonreuters.com/en-us/account/billing/guest/pay>  
Set up your payment to be withdrawn electronically using direct debit or credit card.

Invoice due date: February 3, 2023  
Amount due in USD: 313.57

**Please make checks payable to:**

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

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

# Information and **payment details**



## Do more with your account online

### <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 e-billing for time savings and convenience

### <https://www.thomsonreuters.com/en-us/account/billing/guest/pay>

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

### <https://legal.thomsonreuters.com/billing-portal-request>

- Sign up to receive your invoice through a billing portal

## 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 ([myaccount.tr.com/westlaw](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 ([myaccount.tr.com/westlaw](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 <https://www.thomsonreuters.com/en-us/account/billing/guest/pay>

### Electronic payments should be issued to

West Publishing Corporation  
BMO Harris Bank N.A.,  
115 S LaSalle St, Chicago IL 60603  
Bank Routing #: 071000288  
Bank Account #: 4445615  
SWIFT Code: HATRUS44

## 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: 13641 8480 RT0001  
British Columbia PST: PST-1000-4632  
Quebec QST: 1021623993 TQ001  
Saskatchewan PST: 1895663

### VAT Reg Numbers

41-1426973

### Federal Tax ID

41-1426973

### 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).



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

**LOS RIOS COMMUNITY  
 COLLEGE DIST**

Invoice #: 847698228  
 Account #: 1003190006  
 Invoice date: January 4, 2023

## 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: December 16 Delivery # 0442782906						
CA VEHICLE CODE 2023	6152030067	1	99.00	99.00	7.67	106.67
Ship/Post date: December 28 Delivery # 0442867592						
CA EDUCATION CODE 2023 #1	6152118842	1	58.00	58.00	4.50	62.50
CA EDUCATION CODE 2023 #2		1	58.00	58.00	4.50	62.50
<b>Subtotal</b>				<b>116.00</b>	<b>9.00</b>	<b>125.00</b>
Ship/Post date: December 28 Delivery # 0442867835						
CA PENAL CODE 2023 #1	6152118843	1	38.00	38.00	2.95	40.95
PO #0001025074						
CA PENAL CODE 2023 #2		1	38.00	38.00	2.95	40.95
PO #0001025074						
<b>Subtotal</b>				<b>76.00</b>	<b>5.90</b>	<b>81.90</b>

Subscription Product Charges Total USD  
**313.57**