

Classified Institute CRC Business Services and DO Fiscal

January 9, 2023



COSUMNES
RIVER COLLEGE

Invoices

- CRC Expert Invoices-

Ensure invoices from the vendor are sent to Receiving Clerk (T. Stevenson) and Business Services Supervisor when received. **This will stall the payment process to the vendor.**

- It is indicated on the PO that is sent to the vendor that they are to send their invoices to accounting...but many do not do this.
- Reach out to the requester (faculty, staff) to keep an eye out for the invoice in an email. Direct them to send it to you, so you can forward it accordingly

Los Rios Community College District

PURCHASE ORDER NO 0001119062

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: 0000037552
FORMLABS INC
DEPARTMENT 6730
PO BOX 4110
WOBURN MA 01888-4110

email:

Date	Revision	Page
12/13/2021		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:		Location / Dept
1033769 MAXIMO SANCHEZE KALDAN		2TECH117 CTE

Ship To: COSUMNES RIVER COLLEGE
RECEIVING
8401 CENTER PARKWAY
SACRAMENTO CA 95823-5799
United States

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

Tax Exempt? N

Invoices

- DO Expert
 - Most common reasons to have forms returned:
 1. Missing actual Invoice
 2. Indicating in Requisition Comments item is a PREPAY
 3. Funded string does not have enough budget; need to revisit - as time passes the budget fluctuates
 - Sign of Expertise
 - Nothing on Delayed Report, and timely issuance of PO to campus & A/P.

Questions