



Requisition VR#
(to be assigned by the Purchasing Office)

Purchasing Requisition

Type of Purchase:

Department Name:	
Department Head:	
Requestor Name:	
Requestor Email:	
Phone Number:	

Suggested Vendor Name:	
Suggested Vendor Address:	
Suggested Vendor Contact Name:	
Suggested Vendor Contact email:	
Suggested Vendor Phone number:	

Budget Account #:	
Budget Balance:	
Total Cost:	
If Grant, Enter End Date	
If Event, Enter Date	

Accounting Office Review/Notes:

Budget Review Signature:

Attention Departments: Please ensure that a requisition number is assigned and allow two weeks for reviewing and processing. When checking status on orders, reference the assigned requisition number.

Purchases of goods and services of \$10,000 and above require three (3) quotes.

Quotes attached	Yes	No	N/A
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Please use this area to enter any other comments that you would like the Purchasing Office to consider when processing your request including shipping instructions:

<input type="checkbox"/> Heavy Duty Item	<input type="checkbox"/> Requires Lift Gate	<input type="checkbox"/> Unloading Dock	Building Name: <div></div>	Room#: <div></div>
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Department Requestor:	
Department Head Approval:	
Dean Approval:	
Associate Provost Approval:	
Executive Approval:	

President Approval:

(If applicable)



Order Form to Master Registration Agreement

This Order Form ("**Order Form**") is entered into between the entities specified in the table below. This Order Form is made a part of the Master Registration Agreement ("MRA"), or such other applicable agreement, between the Turnitin Contracting Party specified in the Billing and Contact Information table below ("**Turnitin**") and Laredo College ("**Customer**") governing the provision of the Services (the "**Agreement**"). This Order Form is effective as of the date the last party signs this Order Form (the "**Order Form Effective Date**"). All capitalized terms used but not defined in this Order Form have the meanings ascribed to them in the Agreement. For purposes of this Order Form, "**you**" and "**your**" refer to Customer and "**we**" and "**us**" refer to Turnitin. In the event of any conflict between the terms of the Agreement and this Order Form, the terms of this Order Form will govern.

Turnitin, LLC

2101 Webster Street
Suite 1900
Oakland CA 94612
United States

Order Form No: Q-848795-1
Date: 18-Feb-2025
Expires On: 31-Aug-2025

Order form for **Laredo College**
Proposed by Mandy Chen
Email: mchen@turnitin.com
Phone:

Customer Information	
Billing Account: Laredo College	
Billing Street: West End Washington Street	Primary Contact: Alicia Reed
Billing City: Laredo	Primary Contact Email: alicia.reed@laredo.edu
Billing State/Province: TX	
Billing Zip/Postal Code: 78040	Billing Contact: Laredo Accounting
Billing Country: United States	Email: accounting2@laredo.edu
Tax ID: ValidCert	



1. Terms and Conditions.

1.1 Use of Products and Services. You acknowledge and agree that our provision and your use of the Products and Services provided hereunder are governed by the terms of the Agreement, TIPS Contract No. 210101; the Service Terms, available at www.turnitin.com/service-terms and the Turnitin Policies.

2. Training

2.1 On-site or online trainings must be completed within twelve (12) months of the start of Turnitin/iThenticate service, or the expiration of the Term in which Training was licensed whichever is earlier ("Training Term Expiry").

[Training Terms and Conditions](#)

3. Term and Termination

3.1 Term. The term of each Product or Service provided hereunder is specified in the Services and Fees table below:
3.2 Renewal. This Order Form (including your license(s) to the Products/Services provided pursuant to this Order Form) will automatically renew as set forth in Section 19.1.1 of the MRA.

Product Name	License Type	Service Start Date	Service End Date	Quantity	Amount
Turnitin Feedback Studio	Enterprise	1-Sep-2025	31-Aug-2026	1	USD 53,693.80
Turnitin Originality	Enterprise	1-Sep-2025	31-Aug-2026	1	USD 0.00
Online Training	Enterprise	1-Sep-2025	31-Aug-2026	1	USD 600.00
Net Total:					USD 54,293.80
Gross Total:					USD 54,293.80

Product Descriptions

Turnitin Feedback Studio	Check for similarity and streamline feedback and grading essays
Turnitin Originality	Comprehensive protection against academic misconduct including emerging challenges such as AI writing & contract cheating.
Online Training	A virtual option for training and professional development. Sessions are limited to one, maximum 2-hour session and a determined number of audience members. A recording of the session will be shared. The recording will available for 12 calendar months.



4. Fees; Payment Terms.

4.1 Invoices. You will pay the total amount due within Net 30 days of receipt of an invoice. Payments not received within Net 30 days may accrue a late fee (“**Late Fee**”) of two percent (2%) of the total amount due under the invoice per month up to (i) ten percent (10%) of the total amount due or (ii) the maximum Late Fee percentage permitted under Applicable Law, whichever is less. The billing method you have selected is Immediate: the invoice will be issued in full as soon as possible. In connection with this Order Form, Turnitin will submit invoices to Customer in accordance with the billing method selected and will direct such invoices to Customer via the contact information provided in the Billing and Contact Information table above. Payment instructions will be supplied on the invoices that are generated from the order.

4.2 Indirect Taxes. All fees payable by you are exclusive of Indirect Taxes, except where Applicable Law requires otherwise. We may charge and you will pay applicable Indirect Taxes that we are legally obligated or authorized to collect from you. You will provide such information to us as reasonably required to determine whether we are obligated to collect Indirect Taxes from you. We will not collect, and you will not pay, any Indirect Tax for which you furnish us a properly completed exemption certificate or a direct payment permit certificate for which we can claim an available exemption from such Indirect Tax. If you possess a valid exemption certificate from certain taxes, please email such certificate to us at ar@turnitin.com.

4.3 Disputes. In the event of any dispute or discrepancy regarding any invoice, Customer shall notify the Turnitin Engagement Manager at ar@turnitin.com within ten (10) days of receipt of the invoice. Failure to do so will constitute acceptance of the invoice as accurate and due for payment.

4.4 Purchase Order Instructions. If you require a purchase order to submit payment, please follow the below guidance.

- 1. Please make your purchase order payable to Turnitin, LLC
- 2. Your institution name and address must be on the purchase order
- 3. The payment on the purchase order must indicate it is in USD and must equal the USD 54,293.80 amount of the order form
- 4. Orders cannot be processed from a Purchase Order alone, a signed Order Form must also be provided.
- 5. Email the purchase order and Order Form to the respective Turnitin representative listed above or orders@turnitin.com

Signed Order Form Instructions

Please check the details at the top of page one. If any of them are blank or incorrect please amend below.	
Billing Address	
Billing Contact	
Billing Email (General billing email preferred)	
Tax ID Number	



Signature Section

IN WITNESS WHEREOF, the parties have executed this Order Form as of the Order Form Effective Date:

Customer	Turnitin
Laredo College	Turnitin, LLC
Signature	Signature
Printed Name	Printed Name
Printed Title	Printed Title
Date	Date




From: [Mandy Chen](#)
To: [Gabriel Gonzalez](#)
Cc: [Luz Contreras](#); [Hannah Higgins](#); [Alicia Reed](#)
Subject: Re: Requesting Renewal Quote.
Date: Thursday, May 15, 2025 3:11:15 PM
Attachments: [image001.png](#)
[2025 Turnitin Renewal - Laredo College.pdf](#)

Hi Gabriel,

Attached you will find your 2025 Turnitin renewal quote, which includes TIPS Contract No. 210101 in Section 1.1. This is the same order form that was sent to you in early March. As a reminder, we discussed keeping the same term start and end dates, but I will request for you to be invoiced in October to align with your fiscal year. To complete the renewal, please send me a signed order form; I can also send it via DocuSign to the signer.

Best,
Mandy

	Mandy Chen Customer Success Manager North America Higher Education email mchen@turnitin.com
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On Thu, May 15, 2025 at 10:05 AM Gabriel Gonzalez <gabriel.gonzalez@laredo.edu> wrote:

Good morning Mandy,

I hope you are having a wonderful day. I wanted to express my thanks for assisting me in providing the contract information.

I wanted to reach out today to request a quote for the upcoming Fiscal Year term dates (September 1, 2025 -August 31, 2026). Additionally, I wanted to advise if your company is part of any cooperative agreement and/or part of Texas DIR. If so, would you please include the information of the contract number in the quote so that we may process it accordingly?

Please let me know what information you may need from me to assist in this inquiry.

Thank you,

Gabriel Gonzalez Technical Support Coordinator
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eLearning & Instructional Innovation Center

Academic Innovation & Technology Division

Fort McIntosh LEAC #312 - Tel: (956)721-5880

[Book a meeting with me!](#)