



PURCHASE ORDER FORM

25-26

8200 Highway 105, Beaumont, TX 77713
(409) 924-0500, (409)-924-0953 Fax

Purchase Order #: 1113

Requirements: NO commitment of funds until complete approval has been received.
All PO's must have support/quote attached. Complete ALL areas!
Be sure vendor has school tax exempt form prior to purchase.
When PO is approved, you will receive a copy of PO with the assigned PO#.
All packing slips must be signed, dated, and turned into the Business Office. If there is NO packing slip MAKE ONE!

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
	↑↑ Please READ↑↑			
82W0001EVS	Lenovo 100e Gen 4 4GB/32GB	40	\$269.00	\$10,760.00
0620103	Gumdrop Slimtech Case for Lenovo	40	\$29.95	\$1,198.00
	Chrome OS Management for EDU	40	\$34.99	\$1,399.60
MERCHANDISE / SERVICE TOTAL				\$13,357.60
SHIPPING COSTS				
GRAND TOTAL				\$13,357.60

BUD % _____ Account 63300 Class Admin

SPECIAL INSTRUCTIONS:
Chromebooks for 2025 school year. Includes cases + software.

Date of Event: _____

Sport, Activity or Event: _____
Requested By: Travis Gremillion
Department Head/Sponsor: Janie Buehler
signature

Date: 4-23-25 Due Date: _____
Date: 4-23-25

I will place order _____
Quen/Tammy will place order _____
Date Ordered: 5-2-25

Name of Company to be paid: Tech to School
Company Address: _____
Company Phone: _____
Company Fax & Website: _____

SELECT ONE: Purchased w/ PO#, Invoice to be sent
 Charge to School VISA
 Mail Check, order is attached
 Hand deliver to requester

1. Principal Approval	<u>[Signature]</u>	Date: <u>4/23/25</u>
2. Business Manager Approval	<u>[Signature]</u>	Date: <u>4/24/25</u>
3. Director Approval	<u>[Signature]</u>	Date: <u>4/24/25</u>
4. School Board Treasurer Approval	<u>[Signature]</u>	Date: <u>4/24/25</u>