

**LEADERSHIP PUBLIC SCHOOLS, INC.
PURCHASE REQUEST AND PURCHASE ORDER FORM**

Vendor		Tech to School (Mac to School)
Vendor Name:	Tech to School	
Address:	1530 Montague Expwy San Jose, Ca. 95131	
Vendor Contact:	Amber Leimbrock	
Phone:	408-217-6055	
Fax:	877-719--6480	
email:	a.leimbrock@mactoschool.com	
URL:		

Requested By:	Ellen DiGiacomo
Location:	All Schools
Request Date:	9/9/2020
Purchase Approved By:	Pat Saddler
Approval Date:	9/9/2020
Desired Delivery Date:	asap
Delivery Location:	All Schools
P.O. Number (if approved):	900-21-034
Special Instructions:	None

Item/Catalog Number	Description	Quantity	Unit Price	Extended Price	Dept/Grant (Choose from pull-down list)
MP2F2LL/A (10-pack)	iPad 5, 32GB (Wi-Fi Only)	2	\$ 2,390.00	\$ 4,780.00	All Schools Technology Covid-19 Funding
	Will be distributed across all schools as needed for Virtual Teaching				
	Deliver to: Leadership Public Schools , 99 Linden Street				
	Oakland, CA 94607				
	Attn: Ellen DiGiacomo				
				Sub-Total:	\$ 4,780.00
Note: enter sales tax rate (0 if no tax, 9.00% for Richmond, Oakland or Hayward, and 8.625% for San Jose.)				Tax Rate:	
NOTE: Do not input Extended Price, Tax or Total. These cells calculate automatically or are completed by the Accounting Department.				Sales Tax:	442.15
				Shipping:	
				Total:	\$ 5,222.15

Instructions	
<p align="center">Faculty and Staff</p> <p>Include complete information on vendor (email and URL if known). Include delivery location and shipping costs (if known) and tax rate. Select dept from list. Include department (select from list) if known Collect approval and P.O. # from Principal (if over \$5K, HO issues PO#). Fill in information below.</p>	<p align="center">School Manager or Principal</p> <p>Verify budget. Issue P.O. number off P.O. # log (if over \$5K, HO issues PO#) School site is responsible to place and track order. Email or fax approved form within 24 hours to the Accounting Dept. Fax: 510-225-2575 or email to: ima@leadps.org</p>

Office Manager is responsible to place order and track through arrival.

PURCHASE ORDER (if approved)

Name of LPS Contact:	Ellen DiGiacomo	P.O. NUMBER	900-21-034
Tel # of LPS Contact:	415-846-7236		
SHIP TO: (check one)		BILL TO:	
<input type="checkbox"/> LPS Richmond:	880 Bissell Ave, Bldg. A , Richmond CA 94801	Accounts Payable	
<input type="checkbox"/> LPS Oakland R&D:	8601 MacArthur Blvd., Bldg. 100, Oakland, CA 94605	Leadership Public Schools, Inc.	
<input type="checkbox"/> LPS Hayward:	28000 Calaroga Ave, Hayward, CA 94545	99 Linden Street	
<input checked="" type="checkbox"/> LPS Home Office:	99 Linden Street, Oakland CA 94607	Oakland CA 94607	
		Phone: 510-830-3780	
		Fax: 510-225-2575	