

Purchase Order

Hawaii Academy of Arts & Science PCS

P.O. Box 1494
 Pahoa, HI 96778
 Phone: (808) 965-3730 Fax: (808) 965-3733

Date	P.O. No.
18 Dec 2024	542425-223

Vendor

Tech to School

Ship To

Hawaii Academy of Arts and Science
 P.O. Box 1494
 15-1397 Homestead Road
 Pahoa, HI 96778

Attention: Joel Nava

Program: _____

Description	Qty	Rate	Amount
Google Chrome OS Management Service Only for EDU, perpetual license term; 60 month support term. Chromebooks onto Google Workspace	200	32.99	6598.00
Shipping & Handling			0.00
		Total:	6598.00

Payment will be made by:

- Invoice HAAS Account
- Reimburse Purchaser: Submit Expense Reimbursement Form
- Other, Explain:

Joel Nava 12/18/2024
 Supervisor & Date

Joel Nava 12/19/2024
 Authorized by & Date

Funding Source: _____

Tech to School

2002 Martin Ave
Santa Clara, CA 95050

Quote

MTS104901

Prepared for:

Joel Nava
joelnava@haaspcs.net
Phone: (808) 315-3326

Prepared by:

Amber Leimbrock Baker
a.leimbrock@techtoschool.com
Office: 408-538-9880

Bill To:

Hawaii Academy of Arts & Science
15-1397 HOMESTED RD
Pahoa, HI 96778

Ship To:

Hawaii Academy of Arts & Science
15-1397 HOMESTED RD
Pahoa, HI 96778

SKU	Description	Quantity	Price	Total
Chrome Enterprise Upgrade EDU	Google Chrome OS Management Service Only for EDU, perpetual license term; 60 month support term.	200	\$ 32.99	\$ 6,598.00
			Subtotal	\$ 6,598.00
			Tax	\$ 0.00
			Total	\$ 6,598.00

Payment Terms: Net 30

Terms and Conditions

All products include a 1-year warranty unless otherwise noted. Refurbished Macs include a power adapter, battery and are pre-loaded with an OS. Payment is due within the term period listed above upon receipt of product.

Free ground shipping is included with all products unless otherwise noted. Shipping carrier may vary depending on shipment size and delivery location.

Devices can be returned for a full refund within 30 days of receipt with the exception of certain special order items or sourced inventory such as new Chromebooks, carts, imaging equipment and Windows devices.

Accidental damage (cracked screen, etc.) is not covered under the standard warranty. If shipping damage is present, you are required to contact us within 7 business days with details, photos of damage to machines/boxes and the serial number(s). We will start a claim and ship a replacement device.

Purchase Order(PO)

Single purchases over \$500 (including reimbursement) requires a Purchase Order. Contact Business Manager or Designee with the following information:

- a. Vendor
- b. Amount (if applicable)
- c. Requestor Name
- d. Program

Once the necessary information is provided to the Business Manager or Designee, you will be issued the following to fill in on your PO:

- a. P.O. No.
- b. Funding Source

Requester is to fill out Purchase Order in its entirety and attach supporting documentation.

Requester will forward completed P.O. and supporting documents to Supervisor for approval.

Purchase Order is routed to Business Manager.

- Items will be checked by Business Manager or designee to see if they can be found in the school community. If so, requestor will be contacted to see if that is acceptable. The school budget will be reviewed. PO will also be routed to Title I coordinator for Title I related requests for initialing

PO is then routed to the School Director or designee for final approval and signature.

After approval, the items will be purchased on school account, through invoice or with the school credit card either by Business Manager, Designee or Requestor.

It is highly recommended to utilize the fillable PDF available on HAASPCS website.