



CROSSROADS
SCHOOL FOR ARTS & SCIENCES

1714 21st Street
Santa Monica,
California 90404
(310) 829-7391
Fax: (310) 828-5636

PURCHASE ORDER

PO # **50202**

DATE 10/7/22

VENDOR

Company: Tech to School
Address: _____
Phone: _____
Fax: _____

SHIP TO

Name: Mark Govato
Company: Crossroads School
Address: _____
Phone: _____

REQUISITIONER	SHIP VIA	F.O.B.	SHIPPING TERMS
<u>Mark Govato</u>			

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
<u>1</u>	<u>Macbook Air 13-inch Retina 2019 / 128 GB / First Stock Space Gray</u>	<u>20</u>	<u>\$ 749-</u>	<u>\$ 14,980-</u>
<u>2</u>	<u>2 year Warranty (53460-0408) (Financial Aid Student)</u>	<u>20</u>	<u>\$ 99-</u>	<u>\$ 1,980-</u>

VENDOR INSTRUCTIONS

1. PURCHASE ORDER NUMBER MUST BE MARKED ON EACH PACKAGE, SHIPPING RECEIPT AND INVOICE.
2. ALL INVOICES MUST BE MAILED OR EMAILED

EMAIL: _____

SUBTOTAL	<u>\$ 16,960-</u>
TAX	<u>\$ 1,289-</u>
SHIPPING	
OTHER	
TOTAL	<u>\$ 18,249-</u>

Make sure that the purchase order is properly approved and signed by the Department Chair or Division Director and that all of the copies (white and yellow) have both the account number and the account name on them. The P.O. cannot be processed without this information. (If amounts are unavailable, you must make a near estimate in order to obtain signed approval.)