

PO # 21086

CHARTWELL SCHOOL PURCHASE & REIMBURSEMENT REQUEST

BILL TO: Accounts Payable

Chartwell School
2511 Numa Watson Road
Seaside, CA 93955
831.394.3468
831.394.7991 fax

Date Ordered:

Ordered by:

1. PURCHASE REQUEST

Please note all purchases must be pre-approved by a Department Head and Senior Administrator.

Date: 12-19-2013

Requestor: Mark Martin

Project Code:

Charge to Department: Tech

Purchase From: Mac to school

Check if paid by VISA

Table with 4 columns: QUANTITY, ITEMS & DESCRIPTION, UNIT COST, TOTAL COST. Includes handwritten entries for MacBook 13", warranty, OS X 10.8, and a total of 1,518.15.

Please State Reason For Purchase:

For TNHSP

I certify the expenditures incurred are appropriate to this account, serves the purpose as stated above, and no other source or reimbursement will be claimed.

Requestor

Date

Department Head

Date

Senior Administration

Date

II. REIMBURSEMENT REQUEST (Section To Be Signed and Submitted After Purchase is Made)

All requests for reimbursement must be submitted within 14 days from the date incurred and accompanied with supporting documents, signatures and prior purchase approval. Please allow two to four weeks for the Business Office to process your reimbursement.

Date Reimbursement Requested:

Requestor

Date

I authorize that the following individual be reimbursed for the materials pre-approved for purchase above.

Department Head

Date

Senior Administrator

Date

12/19/13

Zoho CRM - Inventory Details

Mac to School

3034 Scott Blvd
Santa Clara, CA 95054

Quote

MTS61738

Prepared for:

Mark Martins
mmartins@chartwell.org
Phone: (831) 394-3468

Prepared by:

Amber Rogers
amber.rogers@mactoschool.com
Phone: 415-891-7113 Fax: 877-719-6480

Bill To:

Chartwell School
2511 Numa Watson Road
Seaside, CA 93955

Ship To:

Chartwell School
1330 Hillsdale St
Seaside, CA 93955

SKU	Description	Quantity	Price	Total
CPOMC207LL/A	MacBook 13" 2.26GHz 2GB RAM 250GB HD - Refurbished Second Stock	2	\$599.00	\$1,198.00
WA1YRMB99	Additional 1 year warranty	2	\$99.00	\$198.00
	AR	1	\$0.00	\$0.00
			Subtotal	\$1,396.00
			Tax	\$122.15
			Total	\$1,518.15

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 OS 10.8. 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.