

PO # 21611

CHARTWELL SCHOOL PURCHASE & REIMBURSEMENT REQUEST

BILL TO: Accounts Payable
Chartwell School
2611 Numa Watson Road
Seaside, CA 93955
831.394.3468
831.394.7991 fax

Date Ordered: 6-9-2014
Ordered by: Mark

I. PURCHASE REQUEST

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

Date: 6-9-2014
Requestor: M Martinez
Charge to Department: Tech
Purchase From: Mac To School

Project Code:

Check if paid by VISA

Table with 4 columns: QUANTITY, ITEMS & DESCRIPTION, UNIT COST, TOTAL COST. Rows include MacBook 17" 2.26 GHz, Additional 1 year, OS X 10.9, TAX, Quote MTS 62285, and a TOTAL of 17,966.55.

Please State Reason For Purchase: 26 K-8 Laptop 2K HS

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 (with signatures and dates)

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

Mac to School

3034 Scott Blvd
Santa Clara, CA 95054

Quote

MTS62285

Prepared for:

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

Prepared by:

Amber Leimbrock
a.leimbrock@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
2511 Numa Watson Road
Seaside, CA 93955

SKU	Description	Quantity	Price	Total
CPOMC207LL/A	MacBook 13" 2.26GHz 2GB RAM 250GB HD - Refurbished Second Stock Availability 4-6 weeks	28	\$499.00	\$13,972.00
WA1YRMB99	Additional 1 year warranty	28	\$99.00	\$2,772.00
	AL	1	\$0.00	\$0.00
			Subtotal	\$16,744.00
			Tax	\$1,222.55
			Total	\$17,966.55

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