



# Purchase Order Form

(Sales Tax Exempt #85-8016475596C-4)

Acknowledgement of receipt of goods or services

All goods and services received in good condition: \_\_\_/\_\_\_/\_\_\_

By: \_\_\_\_\_  
Signed

Vendor Name and Address:

Ship Invoice and Materials to:

Mac to School  
1520 Montague Expy  
San Jose, CA 95131

Learning Lodge Academy  
5844 Pine Hill Rd  
Port Richey, FL 34668

P.O. # 17-3003

Date: 7/22/2016

Ordered By: Cuffe

Dept: \_\_\_\_\_

Date Needed: \_\_\_\_\_

Ship Via: \_\_\_\_\_

Phone Number: 877-719-1048

Website URL: 904-826-1091

Goods Requested for: Updated laptops for students/staff which are compatible with interactive panels. (Exchange with incompatible ones previously purchased in May 2016)

Quantity Requested	Bid or Catalog Number	Description	Unit Price	Total Cost
<input checked="" type="checkbox"/> See Attached Itemization				

Market Analysis Attached

Justification

Disposition

Reimbursement

Bill school account

Payment Included

Other (explain) \_\_\_\_\_

This order not to exceed: \_\_\_\_\_

Signature  
Kerrie Cuffe  
Approved by Administrator

Sub-Total	
Discount	
Taxes	
Shipping	
Total	<u>1000.00</u>

Fund	Cost Center	Project	Object	Function	Sub-Program	General Ledger