

LEADERSHIP PUBLIC SCHOOLS, INC. PURCHASE REQUEST AND PURCHASE ORDER FORM

Vendor Tech to School (Mac to School)					
Vendor Name:	Tech to School	Requested By: Ellen DiGiacomo			
Address:	1530 Montague Expwy San Jose, Ca. 95131	Location: LPS Richmond			
Vendor Contact:	Amber Leimbrock	Request Date: 9/18/2019			
Phone:	408-217-6055	Purchase Approved By: Pat Saddler			
Fax:	877-719-6480	Approval Date: 9/18/2019			
email:	a.leimbrock@mactoschool.com	Desired Delivery Date: asap			
URL:		Delivery Location: LPS Richmond			
		P.O. Number (if approved): 900-20-074			
		Special Instructions: None			

Item/Catalog Number	Description	Quantity	Unit Price	Extended Price	Dept/Grant (Choose from pull-down list)
				\$ -	
MD760LL/A	MacBook Air 13" 1.6ghz Core i5, 8GB RAM 256GB SSD Refurbished	3	\$ 729.00	\$ 2,187.00	LPS Richmond Tech
Warranty	Total 2 year Warranty	3	\$ 99.00	\$ 297.00	LPS Richmond Tech
	Total warranty is for 2 years from date of purchase				
	Replacement MB Air for Staff with the 6 year old MB Pro's				
	Quote#MT594586				
	Deliver to: Leadership Public Schools , 880 Bissel Ave				
	Richmond, CA 94801				
	Attn: Main Office Deb Cohn				
				Sub-Total:	\$ 2,484.00
				Tax Rate	
				Sales Tax:	202.30
				Shipping:	
				Total:	\$ 2,686.30

Note: enter sales tax rate (0 if no tax, 9.00% for Richmond, Oakland or Hayward, and 8.625% for San Jose.)
NOTE: Do not input Extended Price, Tax or Total. These cells calculate automatically or are completed by the Accounting Department.

Instructions	
<p style="text-align: center;"><u>Faculty and Staff</u></p> <p>Include complete information on vendor (email and URL if known). Include delivery location and shipping costs (if known) and tax rate. Select dept from list. Include department (select from list) if known. Collect approval and P.O. # from Principal (if over \$5K, HO issues PO#). Fill in information below.</p>	<p style="text-align: center;"><u>School Manager or Principal</u></p> <p>Verify budget. Issue P.O. number off P.O. # log (if over \$5K, HO issues PO#) School site is responsible to place and track order. Email or fax approved form within 24 hours to the Accounting Dept. Fax: 510-225-2575 or email to: ima@leadps.org</p>
Office Manager is responsible to place order and track through arrival.	

PURCHASE ORDER (if approved)		
Name of LPS Contact: Ellen DiGiacomo	P.O. NUMBER	900-20-074
Tel # of LPS Contact: 510-830-3780 x100		
SHIP TO: (check one)	BILL TO:	
<input type="checkbox"/> LPS Richmond: 880 Bissell Ave, Bldg. A , Richmond CA 94801	Accounts Payable	
<input type="checkbox"/> LPS Oakland R&D: 8601 MacArthur Blvd., Bldg. 100, Oakland, CA 94605	Leadership Public Schools, Inc.	
<input type="checkbox"/> LPS Hayward: 28000 Calaroga Ave, Hayward, CA 94545	99 Linden Street	
<input type="checkbox"/> LPS Home Office: 99 Linden Street, Oakland CA 94607	Oakland CA 94607	
	Phone: 510-830-3780	
	Fax: 510-225-2575	

Prepared for:

Prepared by:

Ellen Digiacomo
 EDigiacomo@leadps.org
 Phone: 415-846-7236

Amber Leimbrock
 aleimbrock@techtoschool.com
 Phone: 408-217-6055 Fax: 877-719-6480

Bill To:

Ship To:

Leadership Public Schools
 99 Linden Street
 Oakland, CA 94607

Leadership Public Schools
 880 Bissell Ave, Bldg. A
 Richmond, CA 94801

SKU	Description	Quantity	Price	Total
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MJVG2LL/A	MacBook Air 13" 1.6GHZ Core i5, 8GB RAM, 256GB SSD	3	\$ 729.00	\$ 2,187.00
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	CA Sales Tax	1	\$ 202.30	\$ 202.30
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	Warranty+ for Mac 2-year. Includes accidental damage coverage. See terms and conditions for details.	3	\$ 99.00	\$ 297.00
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	AL	1	\$ 0.00	\$ 0.00
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	Subtotal			\$ 2,686.30
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	Total			\$ 2,686.30
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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 are eligible for return within 30 days of receipt. Third party accessories and custom orders may not be eligible for return.

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.

Warranty+ includes standard hardware repair coverage and up to two incidents of accidental damage, each subject to a service fee. A service fee of \$69 will apply to accidental damage on iPads or refurbished Chromebooks. A service fee of \$149 for screen repairs or \$299 for other damage will apply to accidental damage on Macs and new Chromebooks. Sales tax will apply to orders in CA.

Tech to School cannot guarantee that devices will be compatible with DEP.

Payments for invoices not received within 90 days may be subject to an additional collections fee.