



**CROSSROADS**  
SCHOOL FOR ARTS & SCIENCES

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

# PURCHASE ORDER

PO # **50170**

DATE 8/8/22

**VENDOR**

Company: Tech 2 School  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

**SHIP TO**

Name: Crossroads School  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

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

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
<u>1</u>	<u>Macbook Air 13-inch Retina 2018</u>	<u>15</u>		<u>\$10,485.00</u>
<u>2</u>	<u>2-year warranties</u>	<u>15</u>		<u>\$ 1485.00</u>
	<u>(Financial Aid laptops)</u>			
	<u>[Signature]</u> <u>8/8/22</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>\$ 11,970.00</u>
TAX	<u>\$ 912.37</u>
SHIPPING	
OTHER	
<b>TOTAL</b>	<b>\$</b>

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.)