



**Eureka Union Elementary School District**

**PURCHASE ORDER**  
 NO: PO25-00565  
 DATE 10/25/2024

Purchasing  
 5455 Eureka Road  
 Granite Bay, CA 95746  
 (916) 774-1228 FAX (916) 791-5527

SHIP TO:  
 Excelsior Elementary School  
 2701 Eureka Road  
 Roseville, CA 95661  
 Phone: (916) 780-2701

ORDERED FROM: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Tech to School  
 2002 Martin Ave.  
 Santa Clara, CA 95050

**IMPORTANT INSTRUCTIONS TO VENDOR**

1. Itemized INVOICES in Duplicate.
2. Enclose PACKING LIST (including PO #) with ALL shipments.
3. Deviation in PRICE or SUBSTITUTION in kind only permitted with APPROVAL.
4. All deliveries F.O.B. Destination unless otherwise specified. If freight is to be charged, prepay, and add to invoice.
5. THE LAW REQUIRES MATERIAL SAFETY DATA SHEETS FOR PRODUCTS ON THIS ORDER. PLEASE ENCLOSE WITH INVOICE.
6. No Payments will be made until ENTIRE order has been completed and accepted, unless special arrangements are made.

Phone: \_\_\_\_\_

ORDER LOCATION			ORDER TYPE	REQUISITIONER	REQUISITION #
0029 - Excelsior Elementary School			PO without receiving	Charlene MacDonald	VR25-00593
DATE REQUIRED	F.O.B.	TERMS OF PAYMENT	SHIP VIA	BUYER	RPQ #
ITEM	QTY	UNIT	DESCRIPTION	UNIT COST	EXTENSION
1	2	EACH	ChromeBooks for Library	299.00	\$598.00
2	2	EACH	Chromebook OS Management	37.99	\$75.98
3	2	EACH	Chromebook Warranty	29.00	\$58.00
<p><b>APPROVED</b>  <b>for Payment</b>  <b>Items Received</b></p> <p>By: _____            Date: _____</p>				Order Sub-Total	\$731.98
				Sales Tax	53.07
				Shipping	.00
				Adjustment	.00
				<b>Order Total</b>	<b>\$785.05</b>

AUTHORIZED BY:  
