

PENNSYLVANIA DEPARTMENT OF EDUCATION

ACT 195/90/35 PURCHASE ORDER

2410151493
PURCHASE ORDER NUMBER
ORIGINAL

MYSERVICE SOLUTIONS INC DBA TECH TO SCHOOL
2002 MARTIN AVE
SANTA CLARA, CA, 95050

IMPORTANT PURCHASE ORDER SPECIFICATIONS:

1. Do not fill Purchase Orders if there are price differences! Write to the following email address: ra-act195-90@pa.gov in order to obtain permission for the price difference. This includes shipping costs, and or transportation costs.
2. Do not fill order with substitutions without prior PDE approval. All items must be on approved item list prior to purchase.
3. The *SHIP TO* address is ALWAYS different from the *BILL TO* address. Any orders mistakenly shipped to our *BILL TO* address will have to be picked up and reshipped by the vendor at the vendor's cost.
4. Ship only the items listed on the PO to the School listed in the SHIP TO area of the PO.
5. Invoices must be itemized to match the purchase order exactly.
6. Send the invoice to the email address listed in the BILL TO area of the PO. Electronic Invoices only!
7. Vendors MUST show the purchase order number on all invoices, credit memos, packages, packing lists, and other correspondence.
8. WE ARE TAX EXEMPT! DO NOT CHARGE ANY TAXES. This includes Sales Tax, Excise Tax, and Transportation Tax. The Pennsylvania Department of Education is exempt from all taxes imposed by the Internal Revenue Service under Registration Number 2374001-K, as well as state imposed taxes. No exemption certificates are required for sales made to government entities, and none will be issued.
9. Do not honor Act 195/90/35 Purchase Orders that do not have the *Approved By:* text box. Our PO's are computer generated and only show the approved by text box after they have been officially approved. If a PO is presented to you that has a watermark that reads, "not official purchase order", DO NOT HONOR IT.
10. The Act 195/90/35 Office ALWAYS utilizes an official approved PO. We never place orders over the phone or through a vendor website.
11. Vendor agrees that, in performance of any work associated with this official Purchase Order, vendor will not discriminate against any person based on race, color, sex, religion, creed, ancestry, age or national origin.

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ACT 195/90/35 PURCHASE ORDER

2410151493
PURCHASE ORDER NUMBER
ORIGINAL

Quote Number: MTS104569

Quote Date: 11/11/2024

VENDOR :

MYSERVICE SOLUTIONS INC DBA TECH TO SCHOOL

2002 MARTIN AVE
SANTA CLARA, CA, 95050

FED. ID: XXXXX0374

SHIP TO :

New Castle Christian Academy
1701 Albert Street
New Castle, PA, 16105-2643

APPROVED BY :

Larry Kinsey

PDE Accounting Administrator

DATE: 10/21/2024 12:12:12 PM

BILL TO:

Pennsylvania Department of Education
Act. 195/90/35 Section
607 South Drive, 4th Fl West
Harrisburg PA 17120
Email: RA-EDACT195-90-INVC@pa.gov

ITEM	ISBN/ ITEM #	QTY.	UNIT	PRICE	EXTENSION
HP ProBook 445 G11 Notebook	A1RM1UT#ABA	4	Each	\$699.00	\$2796.00
				Sub Total	\$2796.00
				Vendor Discount 0%	
				Discount Amount	(\$0.00)
				Shipping	\$0.00
				Total	\$2796.00