



CROSSROADS
SCHOOL FOR ARTS & SCIENCES

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

PURCHASE ORDER

PO # **50385**

DATE 5/30/24

VENDOR

Company: Teach to School
Address: 2002 Martin Ave
Santa Clara, CA 95050
Phone: 408-217-6055
Fax: _____

SHIP TO

Name: Mark Covatos
Company: CROSSROADS School
Address: 1714 21st Street
Santa Monica, CA 90404
Phone: (310) 582-4502

REQUISITIONER	SHIP VIA	F.O.B.	SHIPPING TERMS
<u>M/S Gos</u>			

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
1	<u>MG N63 LL/A 10-Pack</u> <u>13" Macbook Air 8GB ram</u> <u>256 GB SSD</u>	3	<u>\$7,990</u>	<u>\$23,970</u>
2	<u>CA Sales Tax 10.25%</u>	1	<u>\$2456.93</u>	<u>\$2,456.93</u>
3	<u>Warranty + (2 year coverage)</u>	30	<u>\$99.00</u>	<u>\$2,970.00</u>
<u>(expense in 2024-2025)</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	
TAX	<u>(see above)</u>
SHIPPING	<u>—</u>
OTHER	
TOTAL	\$ 29,396.93

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.)