



ST. ANNE-PACELLI CATHOLIC SCHOOL

2020 Kay Circle  
Columbus, Georgia 31907  
706.561-8232 Fax: 706.563-0211

Purchase Order

No. 9004

Vendor/ Payee Tech To School  
CDW

Number must appear on all correspondence, invoices, shipping documents and packages

Date: <u>9/28/2020</u>		Contact: <u>Sowell</u>	Goods Needed by:	Date payment expected:
Quantity	Description and specifications	Ledger Account	Amount	
	<u>5 ipads</u>	<u>Home + School</u>	<u>1495.00</u>	
<u>5</u>	<u>cases for ipads</u>	<u>(Gifts to School)</u>	<u>184.50</u>	
	<u>1 charging station</u>	<u>2550.8</u>	<u>79.88</u>	
	<u>These are for Heather Dalelio's Teacher Request for Teacher Grant from Home + School.</u>			

Pay vendor by  check  credit card

Special instructions \_\_\_\_\_

Date Requested: 9/28/20 Date approved: \_\_\_\_\_

Requested by: [Signature] HDalelio

Department Approval: [Signature]

Business Office: [Signature]

Principal: [Signature]

President: \_\_\_\_\_

Please send all invoices and billing requests directly to the attention of the **business manager**. Do not send invoices to coaches, teachers, or other staff.