

Send All Invoices

PURCHASE ORDER

Date
3/1/2023

Purchase Order No.
230795
Page
001

To Mid-Ohio Educational Service Center
890 West Fourth Street, Suite 100
Mansfield, OH 44906
419/774-5520 EXT 2522
419/774-5523--FAX

THE PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND CORRESPONDENCE. INVOICE EACH PURCHASE ORDER INDIVIDUALLY AND IN DUPLICATE.

MATERIAL SAFETY DATA SHEETS MUST ACCOMPANY ALL INVOICES.

TO: TECH TO SCHOOL
MY SERVICE SOLUTIONS, INC.
2002 MARTIN AVE
SANTA CLARA, CA 95050

DELIVER TO: CENTRAL OFFICE - MILES BURSON
890 W. FOURTH STREET
SUITE 100
MANSFIELD, OH 44906

ATTN: burson.miles

TERMS:

REQUISITION NO. 1151

VENDOR NO: 13326

MATERIAL ON THIS ORDER IS EXEMPTED FROM OHIO SALES TAX AND FEDERAL EXCISE TAXES.

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT					
2.0000		SPARC AFTER SCHOOL	189.0000	378.00					
1.0000		iPAD 6TH GEN							
		SHIPPING	100.0000	100.00					
			PAGE TOTAL	478.00					
			GRAND TOTAL	478.00					
TI	FUND	FUNC.	OBJ.	SPCC.	SUBJ.	OPU	IL	JOB	AMOUNT
	507	1930	510	9333	000000	000	00	000	478.00

Terms of conditions : Time of delivery is of the essence of this contract. Buyer reserves the right to refuse any goods and to cancel all or any part of this order if seller fails to deliver all or any part of the goods in accordance with the terms of this order. This contract may not be modified or terminated orally, and no modification or termination, nor any claimed waiver of any of the provisions hereof shall be binding unless in writing and signed by the party against whom such modification, termination or waiver is sought to be enforced, and by the treasurer of the School District who shall affix a new certificate to such contract by reason of such change. PLEASE ACKNOWLEDGE RECEIPT AND ACCEPTANCE OF THIS ORDER.

TREASURER'S CERTIFICATE


It is hereby certified that the amount required to meet the contract, agreement, obligation, payment or expenditure, for the above, has been lawfully appropriated or authorized or directed for such purpose and is in the treasury or in process of collection to the credit of the fund free from any obligation or certification now outstanding.

School Districts Are Exempt From Federal Excise Taxes And Ohio Sales Tax.

TAX EXEMPT

STATE ID: 51446212
FED ID: 34-1207061

THIS ORDER IS VOID UNLESS TREASURER'S CERTIFICATE IS SIGNED



TREASURER, BOARD OF EDUCATION



SUPERINTENDENT/PURCHASING AGENT

VENDOR COPY



Requisition Form

Purchase Order No. _____ Date 3/30/23
 Order From Tech to School Deliver To Miles Burson
 Address 2002 Martin Ave, Santa Clara, CA 95050 Address _____
 Vendor No. _____
 Phone / Fax _____


QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
2		iPad 6th Gen	189	378.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

Team budget expenses need Team Leader's signature
 PO to be returned to me / I will place order
 Needs check included / proper documentation attached
 PO to be sent by Treasurer's Office
 Date/Deadline PO needs to be sent by ___/___/___ Shipping/Handling \$100.00

Team Leader Signature _____ **TOTAL \$478.00**

ACCT. DESCRIPTION	TI	FUND	FUNC	OBJ	SPCC	SUBJ	OPU	IL	JOB	AMOUNT
iPad		507	1930	510	9333					\$478.00


 Requested By _____


 Approved By _____

Purchase aligned to 21st Century Goals? Yes No
 If yes, indicate goal being met: Goal 1 Goal 3
 Goal 2 Goal 4



Federal Grant Purchasing Procedure Checklist

(required for all non-payroll related expenditures)

Please refer to Policy 6325 for guidance
(Items 1-6 must be completed)

- 1) **Conflict of Interest:** There is no conflict of interest or personal relationship/connection between the requisitioner/supervisor and vendor.
- 2) **Debarment:** Requisitioner/supervisor has checked the www.sam.gov website to ensure that the selected vendor is not excluded from doing business.
- 3) **Single Source Provider:** If box is checked, provide documentation with the requisition.
- 4) **Micro Purchase (\$0.00 - \$10,000.00):** Requisitioner & supervisor consider the price to be reasonable and grants approval. This approval is documented by signing the requisition.
- 5) **Small Purchase (\$10,000.01 - \$250,000.00):** Same as #3 and must obtain at least two (2) quotes in writing or through price lists on websites and submit these quotes with the requisition.
- 6) **Requisition Submission:** Requisitioner/supervisor has included the vendor W-9, quotes(if applicable) verification documentation from www.sam.gov, and rationale for purchase and selected vendor.
- 7) **PO:** Requisitioner/supervisor will maintain a copy of the PO. When a PO is left open to cover multiple invoices, the requisitioner/supervisor will deduct invoices from the PO in order to track when the PO is paid in full.
- 8) **Completed Transaction:** when the requisitioner/supervisor has forwarded all documentation (packing slips, invoices, etc.) to Account Payable and has authorized the invoice(s) for payment.

*** This checklist must accompany all Federal Grant requisitions ***

10/18/2018
rev. 5/23/22

MQ Ben

signature

3/30/23

date