



**SOUTHINGTON PUBLIC SCHOOLS**  
 200 NORTH MAIN ST  
 SOUTHINGTON, CT 06489  
 TEL: 860-628-3200 EXT 10216 OR 10328  
 FAX: 860-621-8056

**PURCHASE ORDER**

No. **240591**  
 ORDER DATE: 07/18/23  
 VENDOR NO.: 29025  
 REQUISITION NO.: 121240

VENDOR: Phone (630)750-0952  
 Fax (877)719-6480  
 Email

TECH TO SCHOOL  
 1530 MONTAGUE EXPWY  
 SAN JOSE CA 95131

SHIP TO:

BUYER:  
 SOUTHINGTON PUBLIC SCHOOLS  
 200 NORTH MAIN ST  
 SOUTHINGTON CT 06489

CONTACT: Gayle Rossi (860)628-3200  
 SITE: ADMINISTRATION BUILDING  
 CONTRACT NO.:

Special Instructions

Shipping Instructions: FREIGHT PREPAID AND ALLOWED

QTY	UOM	ITEM AND DESCRIPTION	UNIT PRICE	AMOUNT
25.00	EA	Please give PO to Gayle Apple OEM Refurbished MacBook Air USB C Charger & Cable	39.00	975.00

No. **240591**

TOTAL THIS ORDER

975.00

PURCHASING AUTHORITY

*Jennifer S. Mellitt*

Jennifer S. Mellitt

When applicable, any increase in shipping cost in excess of \$25 over total purchase order MUST receive prior Purchasing Department approval.

INSTRUCTIONS TO VENDORS

- DO NOT overship or substitute without prior Purchasing Dept. approval. Any changes to items ordered MUST be pre-approved by calling (860) 628-3200 ext 10216 or 10328.
- Send all invoices to: Purchasing Office, 200 North Main St. Southington, CT 06489 or email to [accounts\\_payable@southingtonschools.org](mailto:accounts_payable@southingtonschools.org)
- TAX EXEMPT UNDER SEC 7 CT STATE AND USE TAX
- Purchase order number must appear on all invoices, packing slips and documents relating to this order.
- Invoices are paid on complete orders only.

**VENDOR COPY**