



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. **250838**

ORDER DATE: 08/09/24
 VENDOR NO.: 29025
 REQUISITION NO.: 127026

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

SHIP TO:

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

TECH TO SCHOOL
 1530 MONTAGUE EXPWY
 SAN JOSE CA 95131

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 for ordering M1/M2 Macbook Chargers	39.00	975.00

No. **250838**

TOTAL THIS ORDER

975.00

PURCHASING AUTHORITY

Accounting Manager

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
- 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