



**CROSSROADS**  
SCHOOL FOR ARTS & SCIENCES

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

# PURCHASE ORDER

PO # **50343**

DATE 7/7/2023

## VENDOR

## SHIP TO

Company: Tech To School  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

Name: Mark Covato  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (310) 582-4502

REQUISITIONER	SHIP VIA	F.O.B.	SHIPPING TERMS
<u>Mark Covato</u>			

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
<u>1</u>	<u>MVFH2L4 10 Pacl Macbook Air "Core i5" 8GB RAM 128GB SSD</u>	<u>2</u>	<u>\$6990-</u>	<u>\$13,980.00</u>
<u>2</u>	<u>Warranty+</u>	<u>20</u>	<u>\$99.00</u>	<u>\$1980.00</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	<u>\$15,960-</u>
TAX	<u>\$1432.95</u>
SHIPPING	
OTHER	
<b>TOTAL</b>	<b>\$17,392.95</b>

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.)