



**CROSSROADS**  
SCHOOL FOR ARTS & SCIENCES

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

# PURCHASE ORDER

PO # **50438**

DATE 8/28/24

**VENDOR**

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

**SHIP TO**

Name: Mark Covatos  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

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

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
1	13" Macbook Air M1 10-Pack (Do Not enroll in Asm)	1	\$7990.00	\$7990.00
2	CA Sales Tax	1	\$818.98	\$818.98
3	Warranty + (for TRF Students)	10	\$99.00	\$990.00

**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>\$9798.98</u>
TAX	<u>See above</u>
SHIPPING	
OTHER	
<b>TOTAL</b>	<b>\$ 9798.98</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.)