



PURCHASE REQUISITION / LOCAL SCHOOL CHECK REQUEST

SCHOOL: NCHS

All types of school purchases, including procurement card purchases, purchase orders (county or local) and performance contract payments must be initiated with the FS-381 Purchase Requisition/Local School Check Request.

Is this a procurement card purchase? YES NO

Cardholder Name: _____ Card #: _____

Procurement Card Checked Out: _____ Procurement Card Checked In: _____

Initials Date Initials Date

VENDOR: HEARLHY

ADDRESS: P.O. Box 1708 PITTSBURG, KS 66762

Phone #: 866 622 1003 Fax #: 800 835 0686 EXT. 4523

Reason for Purchase / Reimbursement (Including Who Benefited):
CLASSROOM CONSUMABLES

Quantity	Unit	Description (Include Stock #)	Unit Cost	Total Cost
10	EA	SOLID CORE DWG BRD GB70266 18x24	22.60	226.00
12	EA	STAEBTLER COMPASS GB73482	11.15	133.80
12	EA	SCHOLASTIC COMPASS SET GB72065	13.60	163.20
12	EA	COLOR-CODED ARC SCALE GB73107	5.10	61.20
1	EA	BLUEPRINT -READING PLAN SETS GB8162	5.50	5.50

Note: Sales Tax is Reimbursed Only at Principal's Discretion.

Discounts (If Applicable) _____

Shipping 0

TOTAL 589.70

Please check the appropriate box below:
This purchase utilizes the Procurement Services Contract List:

Bid/Quote RFP #: _____

This purchase is under the following Procurement Services exception to full and open competition:

- Sole/Single Source (Requires Procurement Services Approval if over \$10,000).
- Academic Prerogative
- Venues, Products and Services for Student and Staff Activities
- Professional Services
- Charter Bus Services

This purchase meets the following criteria as per the Procurement Services Competition Thresholds:

- \$0-\$999.99 and not on a Procurement Services Contract: Best Judgment
- \$1,000.00 - \$9,999.99 and not on a Procurement Services contract: Two quotes required (attach Documentation)
- \$10,000 and Over and not on a Procurement Services contract: Procurement Services Solicitation required

Local School Check/Payment - Non-Purchase

Payments to CCSD, Monthly invoices, Refunds, Change Funds

FUNDING SOURCE MUST BE COMPLETED PRIOR TO APPROVAL.							
Funds Disbursed From Local Acct # and Name:							
Funds Transferred From Local Acct # and Name*:							
County Charge Code:							SKIP
	FUND	AGENCY	ORGANIZATION	ACTIVITY	OBJECT	REPT CATEGORY	PROJECT

*Reminder-FS-116 must be completed for transfers from Class and Club accounts

Requested By: BARCARSE [Signature]

Approved By: _____

Date: 2.26.18

Date: _____

PITSCO

E D U C A T I O N

P.O. Box 1708
Pittsburg, KS 66762

Shipping List Number 703446-1

Purchase Order	Order Date	Page
TURNER	02-27-18	1

Ship To: 130205
NORTH COBB HIGH
3400 HWY 293 N
ATTN: CINDY TURNER
KENNESAW, GA 30144
USA

Bill To: 130205
NORTH COBB HS
3400 HWY 293 N
KENNESAW, GA 30144
USA

Ordered By: CINDY TURNER

Ln No	Item Number	Description	Sell UM	Original Qty Ord	Qty To Ship	Excpt
4	72065 01	SCHOLASTIC COMPASS SET	EA	12	12	
Component List						
4	72055 01	5-1/2" GEARHEAD DIVIDER			12	
4	72063 01	7-1/2" SUPER COMPASS			12	
2	73107 01	12" COLOR CODED TRI-SCALE	EA	12	12	
3	73482 01	MASTERBOW COMPASS	EA	12	12	
5	81862 01	BLUEPRINT READING PLANS	EA	1	1	
1	70266 01	18 x 24 METAL DRAW BOARD	EA	10	10	

3/1/18
[Signature]

CATALOG 800-835-0686 CURRICULUM 800-828-5787 HEARLIHY 866-622-1003

Pay Terms Credit Card Cybersource



PURCHASE REQUISITION / LOCAL SCHOOL CHECK REQUEST

SCHOOL: NCIS

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Is this a procurement card purchase? YES NO

Cardholder Name: _____ Card #: _____

Procurement Card Checked Out: _____ Procurement Card Checked In: _____

Initials Date Initials Date

VENDOR: OFFICE DEPOT

ADDRESS: _____

Phone #: _____ Fax #: _____

Reason for Purchase / Reimbursement (Including Who Benefited):

CLASS CONSUMABLES

Quantity	Unit	Description (Include Stock #)	Unit Cost	Total Cost
<u>1</u>	<u>EA</u>	<u>CWEE STICKS</u>	<u>9.68</u>	<u>19.36</u>
<u>1</u>	<u>ROLL</u>	<u>17 x 11 PAPER</u>	<u>36.98</u>	<u>36.98</u>

Note: Sales Tax is Reimbursed Only at Principal's Discretion.

Discounts (If Applicable) _____

Shipping _____

TOTAL 55.74

Please check the appropriate box below:

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County Charge Code:							SKIP
	FUND	AGENCY	ORGANIZATION	ACTIVITY	OBJECT	REPT CATEGORY	PROJECT

*Reminder-FS-116 must be completed for transfers from Class and Club accounts

Requested By: BARCARSE

Date: 2.26.18

Approved By: _____

Date: _____

Supporting receipts/order forms must be attached to this form



Taking care of business

Shipment Summary

Shipment 1 Order Number: 111320317-001 Estimated Arrival By: 02/28/2018 [View Order Details](#)

Order Information

Account #: 90375646 **SCHOOL:** NORTH COBB HIGH SCHOOL
Your Order Number is: 111320317 **PHONE#:** 770-975-6685
Company Name: COBB COUNTY PUBLIC SCHOOLS **TEACHER:** MICHAEL BARCARSE
DLVR TO:
Contact: Contact: NORTH COBB
HIGH WARRIORS
Contact Phone: (999)999-9999

Shipping Information

505CC
NORTH COBB HIGH SCHOOL
3400 OLD 41 HWY NW
COBB CNTY PUBLIC SCHOOLS
KENNESAW, GA30144-1072 USA

Payment Information

Credit Card
Credit Card Number: *****

Order Summary

Shipment 1 Order Date: 02/26/2018
Delivery Date: 02/28/2018 08:30 AM - 05:00 PM Order Number: 111320317-001

Description



Elmer's CraftBond Less Mess All-Temp Glue Sticks - 40 / Pack - Clear
Entered Item # 617522

Your Price/unit	Qty.	Available	B/O	Total	Comments
\$9.68 / box	2	2	0	\$19.36	



Xerox Bold Coated Gloss Digital Printing Paper - 17" x 11" - 80 lb Basis Weight - Glossy, Ultra Smooth - 94 Brightness - 500 / Ream - White
Entered Item # 214425

\$36.38 / ream	1	1	0	\$36.38	
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Subtotal: \$55.74
Delivery Fee: FREE
Miscellaneous: \$0.00
Taxes: \$0.00
Total: \$55.74



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VENDOR: OFFICE DEPOT

ADDRESS: _____

Phone #: _____ Fax #: _____

Reason for Purchase / Reimbursement (Including Who Benefited):
CLASSROOM CONSUMABLES

Quantity	Unit	Description (Include Stock #)	Unit Cost	Total Cost
		<u>OFFICE SUPPLIES</u>		
		<u>SEE ATTACHED</u>		

Note: Sales Tax is Reimbursed Only at Principal's Discretion. Discounts (If Applicable) _____

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	FUND	AGENCY	ORGANIZATION	ACTIVITY	OBJECT	REPT CATEGORY	PROJECT

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Requested By: _____ Date: _____

Approved By: _____ Date: _____

	Price	Qty.	Total
 Xerox® Vitality Colors™ Multipurpose Printer Paper, Letter Size Paper, 20 Lb, 30% Recycled, Ivory, Ream Of 500 Sheets Item # 345694 Entered Item # 345694 BEST VALUE	\$3.37 / ream	2	\$6.74
 Office Depot® Brand Copy & Print Paper, Legal Size Paper, 20 Lb, Ream Of 500 Sheets Item # 317339 Entered Item # 317339 BEST VALUE	\$5.24 / ream	2	\$10.48
 Office Depot® Brand File Folders, 1/3 Cut, Legal Size, 30% Recycled, Manila, Pack Of 100 Item # 810846 Entered Item # 810846 BEST VALUE	\$10.00 / box	2	\$20.00
 Office Depot® Brand File Folders, 1/3 Cut, Letter Size, 30% Recycled, Manila, Pack Of 100 Item # 810838 Entered Item # 810838 BEST VALUE	\$7.67 / box	2	\$15.34
 Hammermill Colors Laser, Inkjet Print Colored Paper - Letter - 8 1/2" x 11" - 20 lb Basis Weight - Recycled - 30% Recycled Content - Smooth - 1 / Ream - Blue, Canary, Pink, Green, Ivory Item # 765052 Entered Item # 765052	\$15.48 / ream	2	\$30.96
 Elmer's® CraftBond® Mini Hot Glue Sticks, 4", Clear, Pack Of 24 Item # 689039 Entered Item # 689039 3 Day Delivery	\$3.98 / each	2	\$7.96
 Chenille Kraft Glue Sticks, Clear, Pack Of 100 Item # 682686 Entered Item # 682686 3 Day Delivery	\$32.20 / pack	1	\$32.20

Order summary

Subtotal \$123.68

Total (7 Items) \$123.68