



Standard Purchase Order Arlington Public Schools

PROCUREMENT OFFICE
2110 Washington Blvd
Arlington, Virginia 22204
Telephone: (703) 228-6123

ACCOUNTS PAYABLE
2110 Washington Blvd
Arlington, Virginia 22204
Telephone: (703) 228-6121
Email: aps.payables@apsva.us

Please note that our billing address has changed.

Unless otherwise instructed, please send invoices to the address above, Attn: Accounts Payable.

Purchase Order	2106300
Purchase Order Date	25-MAY-2021
Change Order Number	0
Change Order Date	
Procurement Specialist/Phone	Thanh Thai 703-228-2411
Requisitioner/Ph#/Email	Wilson, Claudia Sue 703-228-6155 claudia.wilson@apsva.us
FEIN	54-6001128
Website: https://www.apsva.us/procurement-office/	

This PURCHASE ORDER NUMBER shown above must appear on all invoices, packing slips & related correspondence. For questions regarding the order, contact the REQUISITIONER shown above.

SUPPLIER: ACT EDUC.& WORKFORCE RES. SERV.
PO BOX 168
IOWA CITY IA 52243

Ship To: Arlington Public Schools
Assessment
2110 Washington Blvd
Arlington, VA 22204

Payment Terms	Freight Terms	FOB
NET 30	Prepaid	Destination

Line	Vendor Part	Item Description	Due Date	Quantity	UOM	Unit Price	Amount
1		Inv 1252738 - Workplace Documents	21-MAY-2021	8.00	Each	\$12.00	\$96.00
2		Inv 1252738 - Business Writing	21-MAY-2021	512.00	Each	\$20.00	\$10,240.00
3		035FY21 - Sole Source	21-MAY-2021	1.00	Each	\$0.00	\$0.00
4		Inv. 32334777 - Workplace Docs	21-MAY-2021	1.00	Each	\$12.00	\$12.00

The Purchase Order Terms and Conditions found on the Arlington Public Schools Procurement Office Website, at the link provided below, are incorporated in, and become part of, this contract. It is the responsibility of the Vendor to carefully read and understand the Purchase Order Terms and Conditions.

The Purchase Order Terms and Conditions have been amended effective July 1, 2020.

<https://www.apsva.us/wp-content/uploads/2020/07/2020-07-01-Purchase-Order-TsCs.pdf>

IMPORTANT: There have been incidents of scammers pretending to be school representatives and ordering thousands of dollars of goods. Purchases by APS are authorized only if an APS Purchase Order is issued in advance of the transaction, indicating that the ordering agency has sufficient funds available to pay for the purchase. Vendors providing goods or services without a signed APS Purchase Order, do so at their own risk.

Authorized by:

David J. Webb, C.P.M.
Director of Procurement

Purchase Order Total: \$10,348.00