



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	2201397
Purchase Order Date	27-AUG-2021
Change Order Number	0
Change Order Date	
Procurement Specialist/Phone	Kimberly Young
Requisitioner/Ph#/Email	Smith, Laura Ann 703-228-8045 laura.smith2@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: FLYLEAF PUBLISHING LLC
400 BEDFORD ST, 1ST FLOOR, SW-03
MANCHESTER NH 03101

Ship To: Syphax Education Center
Professional Library
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		ELA/Flyleaf/Quote FLYLEAF-20120/** these items will be delivered to 25 locations the distribution list is attached to PO prepared by Sophia Cannistraci**/ Reading Series One RS1-00-978-1-60541-187-3	04-AUG-2021	100.00	Each	\$61.22	\$6,122.00
2		ELA/Flyleaf/Quote FLYLEAF-20120/** these items will be delivered to 25 locations the distribution list is attached to PO prepared by Sophia Cannistraci**/ Reading Series Two RS2-00-978-1-60541-188-0	04-AUG-2021	100.00	Each	\$125.75	\$12,575.00
3		ELA/Flyleaf/Quote FLYLEAF-20120/** these items will be delivered to 25 locations the distribution list is attached to PO prepared by Sophia Cannistraci**/ Reading Series Three RS3-00-978-1-60541-189-7	04-AUG-2021	100.00	Each	\$125.75	\$12,575.00
4		ELA/Flyleaf/Quote FLYLEAF-20120/** these items will be delivered to 25 locations the distribution list is attached to PO prepared by Sophia Cannistraci**/ Reading Series One Sample Teacher's Guide (1 title)RS1-TG-SamplePack	04-AUG-2021	1.00	Each	\$0.00	\$0.00
5		SHIPPING (ESTIMATED)	04-AUG-2021	1,563.60	Dollar	\$1.00	\$1,563.60

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.



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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: \$32,835.60