



## 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.**

|  |   |
|--|---|
| <b>Purchase Order</b>  | <b>2204719</b>  |
| Purchase Order Date  | 19-JAN-2022   |
| Change Order Number  | 0   |
| Change Order Date  |   |
| Procurement Specialist/Phone   | Kimberly Young  |
| Requisitioner/Ph#/Email  | Mosquera, Katherine Elaine<br>703-228-8132<br>katherine.patton@apsva.us |
| FEIN   | 54-6001128  |
| Website: <a href="https://www.apsva.us/procurement-office/">https://www.apsva.us/procurement-office/</a> |   |

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:** COLLEGE BOARD  
P O BOX 30171  
NEW YORK NY 10087-0171

**Ship To:** Arlington Public Schools  
Department of School Support  
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    |             | #140046183 PSAT/NMSQT EPP Fixed-Fee -10th Grade with DISCOUNT price. | 20-JAN-2022 | 2,031.00 | Each | \$16.00    | \$32,496.00 |
| 2    |             | #140046184 PSAT/NMSQT EPP Fixed-Fee -11th Grade with DISCOUNT price  | 20-JAN-2022 | 1,862.00 | Each | \$16.00    | \$29,792.00 |

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: \$62,288.00**