

MAIL INVOICES
IN DUPLICATE TO
THIS ADDRESS...

PURCHASE ORDER
BEEKMANTOWN CENTRAL SCHOOL DISTRICT
37 EAGLE WAY
WEST CHAZY, NY 12992-2577

241585

Page 1 of 1

DATE: 3/31/2024
VENDOR #: 29886
REQUISITION #: 45871

VENDOR FAX: 518-564-2197
EMAIL:
REQUESTOR: Miner, Ashley

ORDER TO:

SUNY Plattsburgh Music & Theatre Department
Myers Fine Arts Building, Room 220
101 Broad Street
Plattsburgh, NY 12901-2681

SHIP TO:

Beekmantown High School
37 Eagle Way
West Chazy, NY 12992-2577

Attn: Jennifer Goodwin

PRICE INCREASE OR INCREASES IN SHIPPING COST IN EXCESS OF \$25 OVER
TOTAL P.O. MUST RECEIVE PRIOR APPROVAL FROM THE PURCHASING AGENT ONLY.

This is a governmental purchase order which may be accepted in lieu of exemption
certificate for sales tax purposes. FEDERAL TAX ID. # 14-6010232

Order Quantity	Item Description	Unit Cost	Discount	Shipping	Extended Cost
94.00 EA	Other: Field Trip to PSU Meyers Fine arts Buliding to see John Proctor is the Villain on april 24th at 10:00am Contact Dwayne T. Butchino phone 518-564-2243 email butc3332@plattsburgh.edu Tickets for John Proctor is the Villain April 24th at 10:00am	3.0000			282.00
Total:					282.00

INSTRUCTIONS TO VENDOR

- DO NOT overship or substitute without prior School District Approval.
- Send all invoices in duplicate to: BEEKMANTOWN, CENTRAL SCHOOL DISTRICT, 37 EAGLE WAY, WEST CHAZY, NY, 12992-2577.
- Deliveries accepted only between 8:00 AM - 2:00 PM EST. No Deliveries accepted on Holidays.
- Claims for Freight Charges must be accompanied by receipted Freight Bill or Postal Receipt.
- Purchase Order Number and Location Number must appear on all documents relating to this order.

INSTRUCTIONS TO CONTRACTORS:

- Must adhere to the provisions of Article 8 of the NYS Labor Law regarding prevailing wage.
- Must submit certified payroll reports with invoices before payment will be issued.
- Must submit insurance certificate naming BEEKMANTOWN CSD as Additional Insured.

Contact Number: (518) 563-8250 Ext. 5504
Email: Purchasing@bcdk12.org

APPROVAL BY PURCHASING AGENT

This Purchase Order is not valid unless signed by
the Purchasing Officer. (Only Original Signed)



Jennifer Parliament

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TO EXPEDITE PAYMENT PLEASE ATTACH ANY OF THE FOLLOWING TO YOUR SPECIFIC INVOICE:

- 1.SIGNED DELIVERY RECEIPT
- 2.AIR BILL, WAY BILL, BILL OF LADING

I CERTIFY THAT THE ABOVE GOODS AND/OR SERVICES HAVE BEEN RECEIVED IN GOOD ORDER.

DATE RECEIVED: _____ INITIALS: _____ PRINT NAME: _____

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Jennifer Parliament