

**BUDGET YEAR 2013-2014 W.C.S.D. PURCHASE REQUEST**  
**THIS WILL NOT BE PROCESSED IF ALL ITEMS ARE NOT COMPLETED**

**ACCOUNT CLASSIFICATION**

(Ex. Textbooks)

**SCHOOL: Central Office**

<b>OFFICIAL USE ONLY</b>
P.O. #:
Vendor #: 36710
Ship to Bldg #:

Requested by: <u>Gary Weber</u>		Vendor: (Only One Vendor Per Request)	Within Approved Budget <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date requested: <u>5/23/2013</u>	Name of Vendor: <u>Handwriting Without Tears</u>	Building Approval:	
Bldg #: <u>35</u>	USPS Address: <u>www.hwtears.com</u>	Central Office Approval	Principal
Program: <u>Writing</u>	<u>8001 MacArthur Blvd</u>	<i>[Signature]</i>	Director
	<u>Cabin John, MD 20818</u>	Date Approved: <u>5/23/13</u>	
	<b>301-263-2700 Fax: 301-263-2707</b>		

WCSD BUN # & ACCT. #	Item #	Description/Code Info. & Dates of Subscription (To Run From - To) (Use more than one line if necessary)	Qty.	Unit Price	Total Price
01 1100 000 00 00 000 640	LN	Kindergarten: Letters & Numbers for Me student workbook	350	7.25	\$ 2,537.50
	ETGK	FREE - Electronric Kindergarten Teacher's Guide	14	19.95	\$ -
	TGK	Kindergarten Teacher's Guide	3	8.25	\$ 24.75
	MPB	1st Grade: My Printing book student workbook	375	7.25	\$ 2,718.75
	ETG1ST	FREE - Electronic 1st Grade Teacher's Guide	15	19.95	\$ -
	TG1ST	1st Grade Teacher's Guide	1	8.25	\$ 8.25
	PP	2nd Grade: Printing Power student workbook	340	7.25	\$ 2,465.00
	ETG2ND	FREE - Electronic 2nd Grade Teacher's Guide	13	19.95	\$ -
	TG2ND	2nd Grade Printing Teacher's Guide	2	8.25	\$ 16.50
	CH	3rd Grade: Cursive Handwriting student workbook	327	7.25	\$ 2,370.75
	ETG3rd	FREE - Electronic 2rd Grade Teacher's Guide	13	19.95	\$ -
	TG3rd	3rd Grade Cursive Teacher's Guide	1	8.25	\$ 8.25
Reason for Request: <i>for every 25 workbooks purchased, free corresponding teacher's guide or a free 1-year subscription to the electronic teacher's guide</i>					S&H \$ 1,015.00
					\$ 11,164.75

If Equipment, Trade-In? Yes ☐ No ☐ Make/Model: \_\_\_\_\_

**BUDGET APPROVAL:**

ACT082006-E-Purchase Request

Mr. James M. Grosch, Director of Business Services (or authorized representative)

Amy Stewart, Acting Superintendent