



Purchase Order

Purchase Order Number	PO-10020301
Purchase Order Date	02/16/2021
Requested Delivery Date	
Requisition Type	Standard
Payment Terms	Net 30
Payment Type	Check
Requester	Laurie Anne Berryman

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Supplier:
Houghton Mifflin Harcourt 1900 S. Batavia Avenue Geneva, IL 60134 United States of America

Ship To:
Howard County Public School System Central Office 10910 Clarksville Pike Ellicott City, MD 21042 United States of America Laurie Anne Berryman +1 (410) 313-6620 (Landline)

Comments:
See attached quote dated 02/03/2021 and approved spending request form. Please do not mail PO to vendor; please email PO to Laurie Berryman.

Bill To:
Howard County Public School System 10910 Clarksville Pike Ellicott City, MD 21042 United States of America Attn: Finance Office +1 (410) 313-6600 (Landline)

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	1,688.00	0.00	1,688.00

Goods Lines							
Line Number	Quantity	Item Name	Description	Required Date	Unit of Measure	Unit Price	Line Amount
Ship-To: Central Office,10910 Clarksville Pike,Ellicott City, MD 21042,United States of America Ship-To Contact: Laurie Anne Berryman Deliver-To: Central Office							
2	60	Literacy R180U Stage B/S44 NG Secondary (6-8) Student Books. Item # 3017262, ISBN 9780545890106-Read 180 Universal Stage B Real Book			Each	25.46	1,527.60

Service Lines							
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount	
Ship-To: Central Office,10910 Clarksville Pike,Ellicott City, MD 21042,United States of America Ship-To Contact: Laurie Anne Berryman Deliver-To: Central Office							
1	shipping and handling		02/16/2021	02/16/2021		160.40	

Messages
The item(s) specified are subject to the following conditions: 1. Goods/services other than those specified on this purchase order must not be substituted or prices changed without authorization. 2. All shipments must be prepaid. Prepay shipping charges, unless otherwise specified, and add to invoice. No C.O.D.'s will be accepted. 3. Unless otherwise stated, delivery hours are between 8:30 AM to 3:30 PM, Monday through Friday, excluding holidays.

Doug Pindell
Director of Purchasing

Howard County Public School System
10910 Clarksville Pike
Ellicott City, MD 21042
United States of America

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4. Until goods are accepted by authorized HCPSS personnel, seller shall bear risk of loss and damage.
5. This order may be cancelled without penalty by the Howard County Public School System if full delivery is not made within 30 business days.
6. The purchase order number must appear on all invoices, packing slips and correspondence to ensure prompt processing.
7. The Howard County Public School System is Maryland sales tax exempt; our tax exempt number is 30001219. Unauthorized use of this number is not allowed.