



Board of Education Agenda Request

Name: **Kristie Eamello**

Phone Number(s): **575-812-5984**

Address or Site/Department:

Coordinator of Federal Programs & Special Projects

E-Mail Address: **kristie.eamello@aps4kids.org**

Regular Meeting Special Meeting Work Session

Requested Meeting Date: **August 17, 2019**

Agenda Topic:

Consider approval of Purchase Requisition #2000979 & 2000981 to Archway Marketing Services, combined amount totaling \$45,045.00

(Method of Procurement: 3 Quotes)

Agenda Category: Action Item Presentations/Recognitions
 Consent Agenda (Action) Departmental Reports
 Information to the Board APS Board Policy Manual

Name and Title of Person(s) Presenting Agenda Item:

Kristie Eamello, Coordinator of Federal Programs & Special Projects

Please e-mail this form to boardbook@aps4kids.org and attach all supporting documents to the e-mail.

Regular Meeting materials are due by 4:30 p.m. the Tuesday before the meeting. Materials for Special Meetings and Work Sessions are due by 4:30 p.m. one week (seven calendar days) before the meeting date.

Purchase Requisition

Teaching & Learning

No. 2000979

Vendor Information

ARCHWAY MARKETING SERVICES
1600 1ST STREET NW

ALBUQUERQUE NM 87102

Contact Person: DESA ext 3957

Phone: (505) 766-9721 Fax: (505) 766-9781

Requisition Information

SHIP TO: APS TEACHING & LEARNING

REQUESTER: CAMPBELL, JUDY

PROJECT: undesignated

REQUISITION TYPE: Purchase Order

ORDER METHOD: Mail

REQUISITION DATE: 8/6/2019

DATE REQUIRED: 8/21/2019

REFERENCE:

BUYER:

AWARD NUMBER:

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freight
1	2	EA	9780328692392	OPENING THE WORLD OF LEARNING (OWL) CURRICULUM FOR PRE-K COMPREHENSIVE KIT ENGLISH-SPANISH TEACHER'S GUIDE AND COMPONENTS GENERAL SUPPLIES AND MATERIALS	11000.1000.56118.1010.046325.0000.00000.000	3,300.00	6,600.00	0.00	0.00

Internal Notes:

PROCUREMENT METHOD- 3 QUOTES (ATTACHED). JC-Judy.Campbell 8/6/2019 2:41:12 PM

APPROVAL SIGNATURES: _____

Sub-Total: 6,600.00
Freight: 0.00
Tax: 0.00
Total Amount: 6,600.00

NOTES:

REQUESTOR'S COPY

APPRVOED BY CARA MALONE. JC

Purchase Requisition

Teaching & Learning

No. 2000981

Vendor Information

ARCHWAY MARKETING SERVICES
1600 1ST STREET NW

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Phone: (505) 766-9721 Fax: (505) 766-9781

Requisition Information

SHIP TO: APS TEACHING & LEARNING

REQUESTER: CAMPBELL, JUDY

PROJECT: TITLE I

REQUISITION TYPE: Purchase Order

ORDER METHOD: Mail

REQUISITION DATE: 8/6/2019

DATE REQUIRED: 8/21/2019

REFERENCE:

BUYER:

AWARD NUMBER:

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freight
1	11	EA	9780328692392	OPENING THE WORLD OF LEARNING (OWL) CURRICULUM FOR PRE-K COMPREHENSIVE KIT ENGLISH-SPANISH TEACHER'S GUIDES AND COMPONENTS GENERAL SUPPLIES AND MATERIALS	24101.1000.56118.1010.046325.0000.00000.000	3,300.00	36,300.00	0.00	0.00
2	1	EA		SHIPPING AND HANDLING GENERAL SUPPLIES AND MATERIALS	24101.1000.56118.1010.046325.0000.00000.000	2,145.00	2,145.00	0.00	0.00

Internal Notes:

PROCUREMENT METHOD- 3 QUOTES (ATTACHED). JC-Judy.Campbell 8/6/2019 2:41:56 PM

APPROVAL SIGNATURES: _____

Sub-Total: 38,445.00
Freight: 0.00
Tax: 0.00
Total Amount: 38,445.00

NOTES:

APPROVED BY CARA MALONE. JC

REQUESTOR'S COPY