



Procurement Authorization Form

2271-7806

I am aware that this form requires approval by my supervisor prior to making a purchase. If the purchase transaction is completed with the procurement card, I will keep the card in my possession and return it to the cardholder designee immediately upon completion of the purchase. All backup documentation of the purchase will be provided to my location's cardholder designee with the return of the card.

Date *

10-21-2021

Date

Card User Name / Requester *

Megan

First Name

Boyle

Last Name

Card User / Designee Signature *

[Clear](#)

Cardholder Designee Email (i.e. Bookkeeper) *

Megan.Boyle@beaufort.k12.sc.us

Location *

Whale Branch Elementary

Department / Program *

Admin

Grade Level

Admin

Vendor Name *

Education Epiphany, LLC

GL Account Numbers (ex. 12345678-123456-12345 (enter one number per line) *

20122454-543000

[ADD LINE](#)

Student Activity Account *

☐ YES

☒ NO

COVID-19 Purchase? *

☐ YES

☒ NO

Bookkeeper Comments

Project Dollar Amount (\$) *

1088.64

including sales tax

Date Required

mm-dd-yyyy

Date

Approval

P-Card Admin Sign-off

[Clear](#)

Procurement Method: *

☒ N/A

☐ 3 Quotes

☐ Exempt

☐ Contract

☐ Other

Purpose for Purchase *

Teacher Resources

Order Details (enter one item per line) *

Teacher Resource

ADD LINE

Attachments

Browse Files

[books \(4\).pdf](#)

*****DEPARTMENT HEADS AND PRINCIPALS ONLY*****

Approval *

APPROVED



Date *

10-21-2021



Date

Spending Category *

INSTRUCTIONAL SERVICES



Department Head / Principal Comments

Choose Name of Approver *

Neal, Marva



Supervisor / Department Head / Principal Signature *

[Clear](#)

***** FINANCIAL SERVICES OFFICER ONLY*****

Approval



Financial Service Officer

[Clear](#)

***** CHIEF INSTRUCTIONAL SERVICES OFFICER AND CHIEF FINANCE OFFICER ONLY*****

Approval



Date

mm-dd-yyyy



Date

Type Name of Approver

Chief Instructional Service Officer or Chief Finance Officer

Clear

Submit



Name	Marva Neal
Grade Level	Staff
Date	Wednesday, October 20, 2021

CREDIT CARD REQUEST / PURCHASE ORDER

Purchase Information

This form is authorization to purchase the following item(s):

25	The Integrated Approach to Student Achievement - Dr. Dickey (\$39.99)	\$998.75
		\$
		\$
		\$
		\$
		\$
		\$
	shipping	\$89.89
Vendor:	Educational Epiphany	
Department / Program:	Title 1	
Purpose:	Professional Development	
Projected \$ Amount: \$ \$1,088.64		
Account / Number:	20122454-543000	
Procurement Method:		
N/A	3 Quotes	Exempt: _____ Contract: _____ Other _____

I am aware that this form must be signed and approved by my supervisor before the purchase card is released to me. I also understand that once in my possession, I will be the designated person responsible for the card. I must immediately return the purchase card after the purchase and provide receipts for the merchandise to _____ (purchase cardholder).

M. Boyle
Cardholder Signature

10/20/21
Date

M. Neal
Supervisor Signature

10-21-21
Date

Your order

Product	Subtotal
The Integrated Approach to Student Achievement – Third Edition × 25	\$998.75
Subtotal	\$998.75
Shipping	Handling fee: \$89.89
Total	\$1,088.64

PayPal



[What is PayPal?](#)

[<https://www.paypal.com/us/webapps/mpp/paypal-popup>]

Pay via PayPal; you can pay with your credit card if you don't have a PayPal account.

[Proceed to PayPal](#)

Your Educational Epiphany order has been received!

Educational Epiphany <support@educationalepiphany.com>

Thu 10/21/2021 10:20 AM

To: Boyle, Megan E <Megan.Boyle@beaufort.k12.sc.us>

**** WARNING:** This email originated from outside of Beaufort County School District's email system. Do not click links or open attachments unless you recognize the sender and know the content is safe. ******

Thank you for your order

Hi Megan,

Just to let you know — we've received your order #4344, and it is now being processed:

[Order #4344] (October 21, 2021)

Product	Quantity	Price
The Integrated Approach to Student Achievement – Third Edition	25	\$998.75
Subtotal:		\$998.75
Shipping:		\$89.89 via Handling fee
Payment method:		PayPal
Total:		\$1,088.64
Note:		HOURS for delivery 8 am to 2:15 pm Monday thru Friday. No weekend deliveries

Billing address

*Megan Boyle
Beaufort County School District
PO Box 309
BEAUFORT, SC 29901
8434661038
megan.boyle@beaufort.k12.sc.us*

Shipping address

*Megan Boyle
Whale Branch Elementary
15 Stuart Point Rd
Seabrook, SC 29940*

Thanks for using educationalepiphany.com!

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