



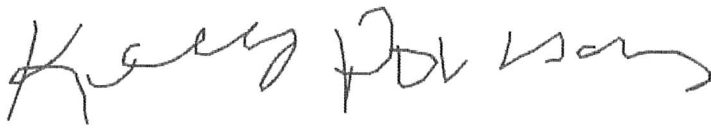
Procurement Authorization Form

TXN 00292764
 TXN _____
 TXN _____
 TXN _____

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 *
 Card User Name *
 Kelly
First Name Last Name

Card User / Designee Signature *



[Clear](#)

Cardholder Designee Email (i.e. Bookkeeper) *

Location *
 Department / Program *
 Grade Level

Vendor Name *

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

Student Activity Account *
 YES
 NO

COVID-19 Purchase? *
 YES
 NO

[ADD LINE](#)

Bookkeeper Comments

Project Dollar Amount (\$) *

including sales tax

Procurement Approval, if > \$2500.01

APPROVED

Procurement Sign-off



[Clear](#)

Single Transaction Lift Required

Date Required

Date

Approval

APPROVED

P-Card Admin Sign-off



[Clear](#)

Procurement Method: *

N/A 3 Quotes Exempt Contract Other

Procurement Method Details (i.e. exempt reason, contract number, etc)

books are exempt

Purpose for Purchase *

professional development

Order Details (enter one item per line) *

books

ADD LINE

Attachments

Browse Files

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

Approval *

APPROVED

Date *

06-08-2021

Date

Spending Category *

INSTRUCTIONAL SERVICES

Department Head / Principal Comments

Choose Name of Approver *

Ryman, Brian R

Supervisor / Department Head / Principal Signature *

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

[Empty signature box]

Poisson, Kelly A

From: service@paypal.com
Sent: Thursday, June 10, 2021 12:59 PM
To: Poisson, Kelly A
Subject: Your PayPal receipt

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.

Hello, Beaufort County School District



You paid \$3,919.10 USD to
Educational Epiphany, LLC

Create an account with PayPal and activate Return Shipping on Us.
Limitations apply.

[Activate PayPal Now](#)

Your purchase details

Your Transaction ID:
7H3294635U936911Y

Merchant Transaction ID:
409606606D978371A

Purchase Date:
June 10, 2021

Payment to:
Educational Epiphany, LLC
donyall.dickey@educationalepiphany.com

Payment from:
Beaufort County School District
kelly.poisson@beaufort.k12.sc.us

Invoice ID:
WC-3860

Shipping Address
River Ridge Academy
3050 River Ridge Dr
Bluffton, SC
29910-5113, United States

Quantity: 90

Item: The Integrated Approach to Student Achievement – Third Edition

ID Number: 9780999422205

Price: \$39.95 USD

Subtotal \$3,595.50 USD
Shipping \$323.60 USD

Total \$3,919.10 USD

You paid using: Visa x-6708

This credit card transaction will appear on your statement as PAYPAL
*EDUCATIONAL.

Poisson, Kelly A

From: Ryman, Brian R
Sent: Monday, June 7, 2021 9:12 AM
To: Poisson, Kelly A
Subject: FW: \$\$\$
Attachments: Instructional Purchases.xlsx

Approved.

Brian R. Ryman

River Ridge Academy
Principal
(843) 836-4740
3050 River Ridge Drive
Bluffton, SC 29910



Visit us @ <http://rra.beaufortschools.net>

Like us on Facebook @ <https://www.facebook.com/riveridgeacademy>

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From: Mooney, Scarlett M <Scarlett.Mooney@beaufort.k12.sc.us>
Sent: Sunday, June 6, 2021 1:49 PM
To: Ryman, Brian R <Brian.Ryman@beaufort.k12.sc.us>
Subject: \$\$\$

There are 8 tabs across the bottom- one for each vendor.

Scarlett Mooney
Assistant Principal
River Ridge Academy

Educational Epiphany

Quantity	Description	Item Number	Cost	Total
90	The Integrated Approach to Student Achievement – Third Edition		\$39.95	\$3,595.50

Prof - development
Books