



Procurement Authorization Form

TXN 277516

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 *

10-09-2020

Date

Card User Name *

REGINA WEBSTER

First Name

Last Name

Card User / Designee Signature *

[Clear](#)

Cardholder Designee Email (i.e. Bookkeeper) *

regina.webster@beaufort.k12.sc.us

Location *

Broad River Elementary

Department / Program *

Constance

Grade Level

Vendor Name *

P CARD - EDUCATIONAL EPIPHANY

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

10022240-541000

[ADD LINE](#)

Student Activity Account *

YES

NO

COVID-19 Purchase? *

YES

NO

Bookkeeper Comments

Project Dollar Amount (\$) *

801.99

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 *

For STUDENTS

Order Details (enter one item per line) *

LITERACY CARDS

ADD LINE

Attachments

Browse Files

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

Approval *

APPROVED

Date *

10-09-2020

Date

Spending Category *


INSTRUCTIONAL SERVICES

Department Head / Principal Comments

Type Name of Approver *

Constance Goodwine-Lewis

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

Webster, Regina C

From: service@paypal.com
Sent: Friday, October 9, 2020 1:08 PM
To: Webster, Regina C
Subject: Your PayPal receipt

You paid to Educational Epiphany, LLC

Your purchase details

Your Transaction ID:
62975991LV392061W

Merchant Transaction ID:

Purchase Date:
October 9, 2020

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

Payment from:
Regina Webster
regina.webster@beaufort.k12.sc.us

Invoice ID:
WC-3596

Shipping Address:
474 Broad River Blvd
Beaufort, SC
29906

Quantity: 4

Item: Educational Epiphany Literacy Cards - Single Box

ID Number: 65454654-1

Price: \$199.00 USD

Subtotal	\$796.00 USD
Shipping	\$5.99 USD
Total	<u>\$801.99</u>

You paid using: Visa x-4317

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

Activate PayPal now

Webster, Regina C

From: Educational Epiphany <support@educationalepiphany.com>
Sent: Friday, October 9, 2020 1:08 PM
To: Webster, Regina C
Subject: Your Educational Epiphany order has been received!


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 Regina,

Just to let you know — we've received your order #3596, and it is now being processed:

[Order #3596] (October 9, 2020)

Product	Quantity	Price
 Educational Epiphany Literacy Cards - Single Box	4	\$796.00
Subtotal:		\$796.00
Shipping:		\$5.99 via Shipping
Payment method:		PayPal
Total:		\$801.99



Checkout

Thank you. Your order has been received.

ORDER NUMBER:
3596

DATE:
October 9, 2020

TOTAL:
\$801.99

PAYMENT METHOD:
PayPal

Order details

Product	Total
Educational Epiphany Literacy Cards - Single Box [https://educationalepiphany.com/product/educational-epiphany-literacy-cards-single-box/] × 4	\$796.00
Subtotal:	\$796.00
Shipping:	\$5.99 via Shipping
Payment method:	PayPal
Total:	\$801.99