



**EAST RAMAPO CENTRAL SCHOOL DISTRICT  
OFFICE OF FUNDED PROGRAMS  
SPRING VALLEY, NEW YORK**

**VENDORS, PLEASE  
NOTE – THIS IS NOT  
A PURCHASE**

(must check one) **TITLE I**  **TITLE II**  **TITLE III**  **TITLE IV**  **SMART SCHOOL**   
 (If Title IV was chosen, check the appropriate box) well rounded  safe & healthy  technology

**SCHOOL YEAR:**

**DATE:**

Please enter the number of **Title I** students in each grade

This is not a Purchase Order. It is intended as a request form to be submitted to the Office of Funded Programs. If a vendor receives this form, please notify the Office of Funded Programs immediately at (845) 577-6031

**SCHOOL:**   
(indicate Girls or Boys if applicable)

**BEDS Code:**

K	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

**NAME and PHONE # OF PERSON AT SCHOOL TO CONTACT**

**VENDOR:**

**NOTE: A SEPARATE REQUEST MUST BE MADE FOR EACH VENDOR OR SUPPLIES**

**VENDOR ADDRESS:**

**VENDOR PHONE NUMBER:**

**SCHOOL ADMINISTRATOR'S SIGNATURE:**

\*A W9 Form is required from all new Vendors who are not in ERCSD Purchasing system.

Quantity	Item/Model # or ISBN # <i>(All Books must have an ISBN#s)</i>	Detailed Description of item or program "SEE ATTACHED" ONLY WITH VALID <b>(VENDOR PRICE QUOTE)</b> or PRINTED LIST OF ITEMS	Unit Cost Do not round numbers – include cents	Total Cost

**Shipping charges must be included as they are part of your allocation. If there are no shipping charges, indicate "0"**

- Please ensure that your quotes DO NOT have SALES TAX included!!!!  
**ALL ORDERS OVER \$1,000 WILL REQUIRE 3 SEPARATE QUOTES**

**\*\*SHIPPING** \_\_\_\_\_

**Grand Total:** \_\_\_\_\_



School Name: \_\_\_\_\_

Contact Person:

As Title I Director, Title III Director, and/or Principal/Assistant of this school, I hereby give the following assurances with regard to equipment and other eligible instructional materials loaned through Title I, Title II, Title III and Title IV programs.

1. Equipment and/or other eligible materials will be used only for secular, neutral and non-ideological purposes and activities and will not be used for the purpose of aiding this school. Therefore, equipment including computers and/or other eligible instructional materials on loan from the Title Programs will not be used for religious activities.
2. The loan of equipment and/or other eligible instructional materials will be used to supplement, not supplant, funds from other federal, state or local sources.
3. I understand that equipment, where applicable, loaned through the Title programs, is the property of the East Ramapo Central School District, has been placed on the premises of this school (the actual school site as recognized by both the State Education Department and East Ramapo CSD), will be used for students in grades K-12 solely for the purpose of accomplishing the educational objectives of the Title Program for which it was loaned.
4. Measures will be taken to secure all equipment on loan to prevent loss or theft. I understand that computers and/or peripherals may not be moved out of the building without prior notice to the Office of Funded Programs at East Ramapo CSD.
5. Title I funded materials will be used only for Title I students. Title III funded materials will be used only for Title III students. Title IV funded materials will be used only for the approved Title IV program. Title IIA funded materials will be used only for professional development purposes of educators at the school.
6. All loaned instructional materials and/or equipment will be identified and prominently labeled as being the property of East Ramapo CSD.
7. The school agrees to keep records of, including but not limited to, inventories of instructional materials and/or equipment on loan through the Title programs and to provide information to East Ramapo CSD as reasonably may be required for audit and program evaluation.
8. I understand that it is my responsibility to inform my staff regarding these program requirements and to ensure that my staff and students comply with these requirements.
9. As with other programs, I understand periodic visits by state and local agencies may be made in order to ensure compliance with all state and local guidelines and that such visits may be made without prior notification.
10. I understand that a violation of the above assurances could result in the removal of instructional and/or equipment on loan from East Ramapo CSD.

**For Title I funded material requests:**

\_\_\_\_\_  
Name of Title I Director                      Signature of Title I Director                      Date

**For Title III funded material requests:**

\_\_\_\_\_  
Name of Title III Director                      Signature of Title III Director                      Date

**For Title II or Title IV funded material requests:**

\_\_\_\_\_  
Name of Principal/Administrator                      Signature of Principal/Administrator                      Date