

OXFORD SCHOOL DISTRICT ADMINISTRATION  
1637 HWY 30 East OXFORD  
Phone: 662-234-3541 Fax: 662-232-2862

MS 38655

P.O.  
96293

REQ  
00033547

REQ Created By  
gsethridge

DATE  
7/13/2023

PAGE  
1

**BILL TO** OXFORD SCHOOL DISTRICT ADMINISTRATION  
1637 HWY 30 East

Fund-Glc-Func-Pgm-Obj-Ut  
1120-900-2210-209-324-01

Amount  
\$9,316.00

**TOTAL AMOUNT \$9,316.00**

**SHIP TO** OXFORD, MS 38655  
L. Robinson  
Response to Intervention  
1637 HIGHWAY 30 E

Ph: 662-234-3541  
Fax: 662-232-2862

Oxford, MS 38655

**VENDOR** 7892  
COMMITTEE FOR CHILDREN  
2815 2nd Ave., Suite 400  
  
Seattle, WA 98121-3207

**NO BACKORDERS**

QTY	UNIT	DESCRIPTION	CATALOG NUMBER	UNIT PRICE	TOTAL
4	EA	Item 904101 Second Step Elementary		\$2,329.00	\$9,316.00
0	EA	plus Second Step Middle School		\$0.00	\$0.00
0	EA	mulit-site pricing, 1-yr licenses		\$0.00	\$0.00
				<b>Page Total:</b>	<b>\$9,316.00</b>
				<b>Total Order:</b>	<b>\$9,316.00</b>

**NOTE:** 1.OXFORD SCHOOL DISTRICT is a tax exempt agency.  
2.NO BACKORDERS.  
3.CANCEL ORDER ON ANY ITEMS NOT IN STOCK.  
4.DO NOT EXCEED AMOUNTS ON PURCHASE ORDER.  
5.Purchase Order Number must appear on all correspondence.

☒ ORDER COMPLETE  
☐ ORDER INCOMPLETE

OK to Pay

APPROVED BY:

*Bradley Robinson*

PURCHASING AGENT

7/13/2023

Date

*Gina D* 7/28/23  
CONFIRMED BY / DATE



2815 Second Avenue, Suite 400  
Seattle, WA 98121-3207 USA  
800-634-4449 FAX: 206-343-1445  
[orders@cfchildren.org](mailto:orders@cfchildren.org)

## Invoice

Invoice # 2042643  
Date 7/18/2023  
Customer ID 10235854  
Sales Order # 3448445

### Bill To

Oxford School District  
1637 HWY 30 East  
Oxford MS 38655  
United States

### Ship To

LaTonya Robinson  
Oxford School District  
1637 HWY 30 East  
Oxford MS 38655  
United States

Terms	Due Date	PO#	Billing Contact	Shipping Method	Sales Rep
Net 30	8/17/2023	96293	LaTonya Robinson	UPS Ground (UPS)	Tyler Morrison

Item	Description	Start Date	End Date	QTY	Unit Price	Amount
904101	Second Step Elementary + Second Step Middle School, Multi-Site Pricing, 1-Year Licenses	7/31/2023	7/31/2024	4	\$2,329.00	\$9,316.00

Renewing Subscription ID: 80022295

Subtotal \$9,316.00

Discount

Shipping & Handling \$0.00

Sales Tax (%) \$0.00

**TOTAL \$9,316.00**

Amount Paid \$0.00

**AMOUNT DUE \$9,316.00**

Please remit in US Funds.

Make check payable to: Committee for Children

OK to Pay  
GSE  
7/28/23

<b>OXFORD SCHOOL DISTRICT ADMINISTRATION</b>				<b>P.O.</b>	<b>REQ</b>	<b>REQ Created By</b>	<b>DATE</b>	<b>PAGE</b>
1637 HWY 30 East	<b>OXFORD</b>	<b>MS</b>	<b>38655</b>	<b>90915</b>	<b>00028396</b>	<b>LRROBINSON</b>	<b>7/13/2022</b>	<b>1</b>
Phone: 662-234-3541		Fax: 662-232-2862						

**BILL TO**     **OXFORD SCHOOL DISTRICT ADMINISTRATION**  
                  1637 HWY 30 East

Fund-Glc-Func-Pgm-Obj-Ut	Amount
1120-900-2210-209-324-01	\$9,316.00
<b>TOTAL AMOUNT</b>	<b>\$9,316.00</b>

**SHIP TO**     **OXFORD, MS 38655**

Response to Intervention  
 1637 HIGHWAY 30 E

Ph: 662-234-3541  
 Fax: 662-232-2862

Oxford, MS 38655

**VENDOR**     7892  
                  **COMMITTEE FOR CHILDREN**  
                  2815 2nd Ave., Suite 400  
                  Seattle, WA 98121-3207

**NO BACKORDERS**

QTY	UNIT	DESCRIPTION	CATALOG NUMBER	UNIT PRICE	TOTAL
1	NA	SEL Programming for K-8		\$9,316.00	\$9,316.00
				<b>Page Total:</b>	<b>\$9,316.00</b>
				<b>Total Order:</b>	<b>\$9,316.00</b>

**NOTE:** 1.OXFORD SCHOOL DISTRICT is a tax exempt agency.  
 2.NO BACKORDERS.  
 3.CANCEL ORDER ON ANY ITEMS NOT IN STOCK.  
 4.DO NOT EXCEED AMOUNTS ON PURCHASE ORDER.  
 5.Purchase Order Number must appear on all correspondence.

APPROVED BY:



7/13/2022

PURCHASING AGENT

Date



2815 Second Avenue, Suite 400  
Seattle, WA 98121-3207 USA  
800-634-4449 FAX: 206-343-1445  
orders@cfchildren.org

## Invoice

Invoice # 2035634  
Date 7/14/2022  
Customer ID 10235854  
Sales Order # 3438962

Please  
pay  
7/21/22

### Bill To

Oxford School District  
1637 HWY 30 East  
Oxford MS 38655  
United States

### Ship To

LaTonya Robinson  
Oxford School District  
1637 HWY 30 East  
Oxford MS 38655  
United States

*LaTonya Robinson*

Terms	Due Date	PO#	Billing Contact	Shipping Method	Sales Rep
Net 30	8/13/2022	90915	LaTonya Robinson	UPS Ground (UPS)	Tyler Morrison

Item	Description	Start Date	End Date	QTY	Unit Price	Amount
904101	Second Step Grades K-8, Multi-Site Pricing, 1-Year Licenses	7/13/2022	7/31/2023	4	\$2,329.00	\$9,316.00

Subtotal \$9,316.00  
Discount  
Shipping & Handling \$0.00  
Sales Tax (%) \$0.00

**TOTAL** \$9,316.00

Amount Paid \$0.00

**AMOUNT DUE** \$9,316.00

Please remit in US Funds.

Make check payable to: Committee for Children

RECEIVED

JUL 21 2022

**BILL TO** OXFORD SCHOOL DISTRICT ADMINISTRATION  
1637 HWY 30 East

Fund-Glc-Func-Pgm-Obj-Ut  
1120-900-1120-000-610-10

Amount  
\$1,646.00

**TOTAL AMOUNT \$1,646.00**

**SHIP TO** OXFORD, MS 38655  
Crowe/Ethridge  
**DELLA DAVIDSON ELEMENTARY SCHOOL**  
209 COMMONWEALTH BLVD.

Ph: 662-236-4870  
Fax: 662-236-4874

OXFORD, MS 38655

**VENDOR** 7892  
**COMMITTEE FOR CHILDREN**  
2815 2nd Ave., Suite 400  
  
Seattle, WA 98121-3207

**NO BACKORDERS**

QTY	UNIT	DESCRIPTION
2	EA	100872 Second Step Grade 2 SEL Kit
23	EA	106072 Second Step 2/3 grades Poster/pak

CATALOG NUMBER

UNIT PRICE

TOTAL

\$409.00

\$818.00

\$36.00

\$828.00

**Page Total:**

**\$1,646.00**

**Total Order:**

**\$1,646.00**

OK to Pay  
7-22-22  
G.EH

**NOTE:** 1.OXFORD SCHOOL DISTRICT is a tax exempt agency.  
2.NO BACKORDERS.  
3.CANCEL ORDER ON ANY ITEMS NOT IN STOCK.  
4.DO NOT EXCEED AMOUNTS ON PURCHASE ORDER.  
5.Purchase Order Number must appear on all correspondence.

APPROVED BY:



PURCHASING AGENT

7/8/2022

Date



2815 Second Avenue, Suite 400  
Seattle, WA 98121-3207 USA  
800-634-4449 FAX: 206-343-1445  
[orders@cfchildren.org](mailto:orders@cfchildren.org)

## Invoice

Invoice # 2035578  
Date 7/13/2022  
Customer ID 10235854  
Sales Order # 3438895

### Bill To

Oxford School District  
1637 HWY 30 East  
Oxford MS 38655  
United States

### Ship To

Mary Martha Crowe  
Della Davidson Elem  
209 COMMON WEALTH BLVD  
Oxford MS 38655-4451  
United States

Terms	Due Date	PO#	Billing Contact	Shipping Method	Sales Rep
Net 30	8/12/2022	90776		UPS Ground (UPS)	Tyler Morrison

Item	Description	Start Date	End Date	QTY	Unit Price	Amount
100872	Second Step Grade 2 SEL Classroom Kit			2	\$409.00	\$818.00
106072	Second Step SEL Grades 2-3 Poster and Card Pack			23	\$36.00	\$828.00

Subtotal \$1,646.00

Discount

Shipping & Handling \$0.00

Sales Tax (%) \$0.00

**TOTAL** \$1,646.00

Amount Paid \$0.00

**AMOUNT DUE** \$1,646.00

Please remit in US Funds.

Make check payable to: Committee for Children

OK to Pay  
7-22-22  
G.ETH

**OXFORD SCHOOL DISTRICT ADMINISTRATION**

1637 HWY 30 East

OXFORD

MS

38655

Phone: 662-234-3541

Fax: 662-232-2862

**P.O.****89830**

REQ

00027414

REQ Created By

gsethridge

DATE

4/13/2022

PAGE

1

**BILL TO** OXFORD SCHOOL DISTRICT ADMINISTRATION  
1637 HWY 30 East

Fund-Glc-Func-Pgm-Obj-Ut

1120-900-1120-000-610-10

Amount

\$4,967.00

**TOTAL AMOUNT \$4,967.00**

**SHIP TO** OXFORD, MS 38655

Patches Calhoun

DELLA DAVIDSON ELEMENTARY SCHOOL

Ph: 662-236-4870

209 COMMONWEALTH BLVD.

Fax: 662-236-4874

OXFORD, MS 38655

**VENDOR** 7892

COMMITTEE FOR CHILDREN

2815 2nd Ave., Suite 400

Seattle, WA 98121-3207

**NO BACKORDERS**

QTY	UNIT	DESCRIPTION	CATALOG NUMBER	UNIT PRICE	TOTAL
9	EA	100872 Second Step Grade 2 SEL Kit		\$409.00	\$3,681.00
2	EA	100873 Second Step Grade 3 SEL Kit		\$409.00	\$818.00
13	EA	106072 Second Step SEL Grades 2-3		\$36.00	\$468.00
				<b>Page Total:</b>	<b>\$4,967.00</b>
				<b>Total Order:</b>	<b>\$4,967.00</b>

OK to Pay  
G. E. H. N. J.  
4-21-22

**NOTE:** 1. OXFORD SCHOOL DISTRICT is a tax exempt agency.  
2. NO BACKORDERS.  
3. CANCEL ORDER ON ANY ITEMS NOT IN STOCK.  
4. DO NOT EXCEED AMOUNTS ON PURCHASE ORDER.  
5. Purchase Order Number must appear on all correspondence.

APPROVED BY:



4/13/2022

PURCHASING AGENT

Date



2815 Second Avenue, Suite 400  
Seattle, WA 98121-3207 USA  
800-634-4449 FAX: 206-343-1445  
[orders@cfchildren.org](mailto:orders@cfchildren.org)

## Invoice

Invoice # 2033519  
Date 4/14/2022  
Customer ID 10235854  
Sales Order # 3436174

### Bill To

Oxford School District  
1637 HWY 30 East  
Oxford MS 38655  
United States

### Ship To

Patches Calhoun  
Della Davidson Elem  
209 COMMON WEALTH BLVD  
Oxford MS 38655-4451  
United States

Terms	Due Date	PO#	Billing Contact	Shipping Method	Sales Rep
Net 30	5/14/2022	89830	Mary Martha Crowe	UPS Ground (UPS)	Tyler Morrison

Item	Description	Start Date	End Date	QTY	Unit Price	Amount
100872	Second Step Grade 2 SEL Classroom Kit			9	\$409.00	\$3,681.00
100873	Second Step Grade 3 SEL Classroom Kit			2	\$409.00	\$818.00
106072	Second Step SEL Grades 2-3 Poster and Card Pack			13	\$36.00	\$468.00

OK to Pay  
4/20/22  
G. E. Hines

RECEIVED

APR 18 2022

Subtotal \$4,967.00

Discount

Shipping & Handling \$0.00

Sales Tax (%) \$0.00

**TOTAL** \$4,967.00

Amount Paid \$0.00

**AMOUNT DUE** \$4,967.00

Please remit in US Funds.

Make check payable to: Committee for Children





2815 Second Avenue, Suite 400  
Seattle, WA 98121-3207 USA  
800-634-4449 FAX: 206-343-1445  
[orders@cfchildren.org](mailto:orders@cfchildren.org)

## Packing Slip

Fulfillment # IF40737  
Pick Date 4/14/2022  
Customer ID 10235854

Bill To	Ship To
Oxford School District 1637 HWY 30 East Oxford MS 38655 United States	Patches Calhoun Della Davidson Elem 209 COMMON WEALTH BLVD Oxford MS 38655-4451 United States

Billing Contact	Shipping Contact	Shipping Method	PO#	Sales Order#
Mary Martha Crowe	Patches Calhoun	UPS Ground (UPS)	89830	3436174

Item	Description	Ordered	Picked	Inspected
100872	SS Gr 2 Kit Second Step Grade 2 SEL Classroom Kit	9	9	9
100873	SS Gr 3 Kit Second Step Grade 3 SEL Classroom Kit	2	2	2
106072	SS 2-3 Poster Set Second Step SEL Grades 2-3 Poster and Card Pack	13	13	13

### Shipping Memo

**BILL TO** OXFORD SCHOOL DISTRICT ADMINISTRATION  
 224 BRAMLETT BLVD.

Fund-Glc-Func-Pgm-Obj-Ut	Amount
1120-900-1120-000-613-10	\$476.00
<b>TOTAL AMOUNT</b>	<b>\$476.00</b>

**SHIP TO** OXFORD, MS 38655  
 CALHOUN  
 DELLA DAVIDSON ELEMENTARY SCHOOL Ph: 662-236-4870  
 209 COMMONWEALTH BLVD. Fax: 662-236-4874

*fax 8/31/20*

OXFORD, MS 38655

**VENDOR** 7892  
 COMMITTEE FOR CHILDREN  
 2815 2nd Ave., Suite 400

Seattle, WA 98121-3207

**NO BACKORDERS**

QTY	UNIT	DESCRIPTION	CATALOG NUMBER	UNIT PRICE	TOTAL
8	NA	GRADE 4 POSTER SET	106074	\$28.00	\$224.00
7	NA	GRADE 3 POSTER & CARD PK	106072	\$36.00	\$252.00
				<b>Page Total:</b>	<b>\$476.00</b>
				<b>Total Order:</b>	<b>\$476.00</b>

*OK TO PAY  
 J. Johnson  
 9/10/20*

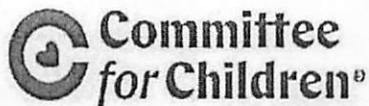
**NOTE:** 1.OXFORD SCHOOL DISTRICT is a tax exempt agency.  
 2.NO BACKORDERS.  
 3.CANCEL ORDER ON ANY ITEMS NOT IN STOCK.  
 4.Mail invoice to pre-printed address at top of page.  
 5.Purchase Order Number must appear on all correspondence.

APPROVED BY:

*Brian Harvey*

8/31/2020

PURCHASING AGENT



2815 Second Avenue, Suite 400  
Seattle, WA 98121-3207 USA  
800-634-4449 FAX: 206-343-1445  
orders@cfchildren.org

# Invoice

Invoice # 2011635  
Date 8/31/2020  
Customer ID 10235854  
Sales Order # 3409562

**Bill To**

Oxford School District  
224 Bramlett Blvd  
Oxford MS 38655-3416  
United States

**Ship To**

Patches Calhoun  
Della Davidson Elem  
209 COMMON WEALTH BLVD  
Oxford MS 38655-4451  
United States

RECEIVED

SEP 09 2020

By: \_\_\_\_\_

Terms	Due Date	PO#	Billing Contact	Shipping Method	Sales Rep
Net 30	9/30/2020	83959		UPS Ground (UPS)	Miriam Merliss

Item	Description	Start Date	End Date	QTY	Unit Price	Amount
106074	Second Step SEL Grades 4-5 Poster Set			8	\$28.00	\$224.00
106072	Second Step SEL Grades 2-3 Poster and Card Pack			7	\$36.00	\$252.00

Subtotal \$476.00

Discount

Shipping & Handling \$0.00

Sales Tax (%) \$0.00

**TOTAL** \$476.00

Amount Paid \$0.00

**AMOUNT DUE** \$476.00

Please remit in US Funds.

Make check payable to: Committee for Children



# Oxford School District

224 Bramlett Boulevard • Oxford, Mississippi 38655

Phone: (662) 234-3541 • Fax: (662) 232-2862

## FEDERAL PROGRAMS PROCUREMENT CHECKLIST

- ☒ Purchase Requisition with Reasonable, Allocable, Necessary Complete
- ☒ Purchase Order Signed by Director of Federal Programs
- ☒ Board Approval on Contracts Where Applicable
- ☒ Debarred Vendor Check from Sam.gov on all contracts above 25,000
- ☒ Quotes if over 5,000.00 on all contracts and purchases
- ☒ Invoice Signed "Ok to Pay" by Employee requesting PO
- ☒ Packing Slips signed "Ok to Pay" by employee requesting PO or documentation of receipt of goods.
- ☒ Evidence of Implementation for Contractual Services \_\_\_\_\_
- ☐ Paid Invoice Coversheet

Signature and Date: Federal Programs Bookkeeper

Palk, Mary D.

Signature and Date: Federal Programs Director

Stephane Laddell

Signature and Date: Accounts Payable Clerk

Cathie Mistilis

**BILL TO** OXFORD SCHOOL DISTRICT ADMINISTRATION  
224 BRAMLETT BLVD.

Fund-Glc-Func-Pgm-Obj-Ut  
2211-900-1120-000-610-10

Amount:  
\$6,135.00

TOTAL AMOUNT \$6,135.00

**SHIP TO** OXFORD, MS 38655  
Marni Herrington-Second Step  
FEDERAL PROGRAMS  
225 BRAMLETT BLVD

Ph: 662-513-8111

faxed 8/4/20

OXFORD, MS 38655

**VENDOR** 7892  
COMMITTEE FOR CHILDREN  
2815 2nd Ave., Suite 400  
Seattle, WA 98121-3207

**NO BACKORDERS**

QTY	UNIT	DESCRIPTION	CATALOG NUMBER	UNIT PRICE	TOTAL
7	NA	SEL Program Grade 3 Classroom Kit		\$409.00	\$2,863.00
7	NA	SEL Program Grade 4 Classroom Kit		\$439.00	\$3,073.00
1	NA	K-5 Principal Toolkit		\$199.00	\$199.00
				<b>Page Total:</b>	<b>\$6,135.00</b>
				<b>Total Order:</b>	<b>\$6,135.00</b>

ok to pay  
Maitt  
8/18/2020

OK To pay  
J. Lohr  
8/14/20

Suzanne  
Laddell  
ok to pay  
8/18/20

**NOTE:** 1. OXFORD SCHOOL DISTRICT is a tax exempt agency.  
2. NO BACKORDERS.  
3. CANCEL ORDER ON ANY ITEMS NOT IN STOCK.  
4. Mail invoice to pre-printed address at top of page.  
5. Purchase Order Number must appear on all correspondence.

**APPROVED BY:**

Brian Harvey

**PURCHASING AGENT**

8/4/2020



2815 Second Avenue, Suite 400  
Seattle, WA 98121-3207 USA  
800-634-4449 FAX: 206-343-1445  
[orders@cfchildren.org](mailto:orders@cfchildren.org)

## Packing Slip

Fulfillment # IF20480  
Pick Date 8/7/2020  
Customer ID 10235854

Bill To	Ship To
---------	---------

Oxford School District  
224 Bramlett Blvd  
Oxford MS 38655-3416  
United States

Marni Herrington  
Oxford Middle School  
225 Bramlett Blvd  
Oxford MS 38655  
United States

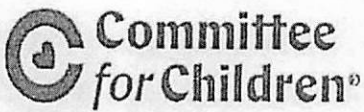
Billing Contact	Shipping Contact	Shipping Method	PO#	Sales Order#
	Marni Herrington	UPS Ground (UPS)	83597	3408149

Item	Description	Ordered	Picked	Inspected
100873	SS Gr 3 Kit	7	7	7
	Second Step Grade 3 SEL Classroom Kit			
100874	SS Gr 4 Kit	7	7	7
	Second Step Grade 4 SEL Classroom Kit			
100868	SS Principal Toolkit	1	1	1
	Second Step SEL K-5 Principal Toolkit			

Shipping Memo
---------------

OK TO Pay  
Ch  
8-14-20

OK to  
pay  
ma Hglw  
8/14/2020



2815 Second Avenue, Suite 400  
Seattle, WA 98121-3207 USA  
800-634-4449 FAX: 206-343-1445  
orders@cfchildren.org

# Invoice

Invoice # 2010653  
Date 8/7/2020  
Customer ID 10235854  
Sales Order # 3408149

## Bill To

Oxford School District  
224 Bramlett Blvd  
Oxford MS 38655-3416  
United States

## Ship To

Marni Herrington  
Oxford Middle School  
225 Bramlett Blvd  
Oxford MS 38655  
United States

RECEIVED

AUG 14 2020

By: \_\_\_\_\_

Terms	Due Date	PO#	Billing Contact	Shipping Method	Sales Rep
Net 30	9/6/2020	83597		UPS Ground (UPS)	Miriam Merliss

Item	Description	Start Date	End Date	QTY	Unit Price	Amount
100873	Second Step Grade 3 SEL Classroom Kit			7	\$409.00	\$2,863.00
100874	Second Step Grade 4 SEL Classroom Kit			7	\$439.00	\$3,073.00
100868	Second Step SEL K-5 Principal Toolkit			1	\$199.00	\$199.00

Subtotal \$6,135.00

Discount

Shipping & Handling \$0.00

Sales Tax (%) \$0.00

**TOTAL** \$6,135.00

Amount Paid \$0.00

**AMOUNT DUE** \$6,135.00

Please remit in US Funds.

Make check payable to: Committee for Children

OK to pay  
Miriam  
8/18/2020





# Oxford School District

Central Office Washington  
409 Washington Avenue • Oxford, Mississippi 38655  
Phone: (662) 234-3541 • Fax: (662) 232-2862

## Requisition for Title Funds

W-9 Company name Committee for Children  
Name: Second Step SEL Program

Budget Code: 2211-900-1120-000-610-10

Submitted By: Marni Herrington

PO #: 83597

Date: 7/21/2020

Items Needed By: ASAP

Is this cost allowable? Use the attached allowability considerations sheet to determine if this purchase is reasonable, allocable, and necessary. Describe.

This cost is reasonable because the vendor is a similar price as other vendors. *lower of the 2 quotes*  
The cost is allocable because it is in the FY21 plan for materials and supplies. *yes*  
The cost is necessary because DDES does not have a current SEL program and we need to have an SEL curriculum next year in order to deliver content to students. It will supplement the other materials we are currently using. *yes, it will support the schoolwide plan*

Items: \* A quote or item list with total price including shipping may be attached. If so please note in the box below and include the total price with shipping/handling

Quantity	Name of Item	Amount	Total
7	SEL Program Grade 3 classroom kit	409.00	2,836.00
7	SEL Program Grade 4 classroom kit	439.00	3,073.00
1	K-5 Principal Toolkit	199.00	199.00
	See attached order form		
	Total		6,135.00

Vendor Name: "Second Step" Committee for Children

Reason If Not Approved: N/A

Approved By Principal: Maitte





# Oxford School District

Central Office Washington  
409 Washington Avenue • Oxford, Mississippi 38655  
Phone: (662) 234-3541 • Fax: (662) 232-2862

**Approved By Federal Programs Director:**  
**Allowability Considerations**

*S. Laddell*

## 1. Necessary

- Is the cost included and identifiable in the federal program plan, schoolwide plan, targeted assistance plan, district or school improvement plan?
- Is the cost needed for the operation, administration, or proper and efficient performance of the program?
- Can we defend this purchase?

## 2. Reasonable

- Was the item purchased or will it be purchased in a manner consistent with the Oxford School District's procurement/purchasing procedures?
- Is the cost generally recognized as ordinary, and does the nature and amount not exceed that which would be incurred by a prudent person under the circumstances?
- Are we going to pay a fair price?
- Are we going to use what we purchased?

## 3. Allocable

- Is there an approved budget line for this purchase in the current program plan or is an amendment required?
- Is this budget line listed in the district's accounting program under the appropriate fund, function, object etc.
- Will the item benefit the federal program in proportion to the percentage that the federal program pays for the item?
- Will any use by another program be allocated out if that use is not deemed an incidental benefit?

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>COMMITTEE FOR CHILDREN</b>	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input checked="" type="checkbox"/> Other (see instructions) ► <b>Non profit corporation exempt under IRS code section 501(c) (3)</b>	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
	5 Address (number, street, and apt. or suite no.) See instructions. <b>2815 2nd Ave. Suite 400</b>	Requester's name and address (optional)
	6 City, state, and ZIP code <b>Seattle, WA 98121-3207</b>	
	7 List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-					
or								
Employer identification number								
9	1		-	1	1	8	8	1 2 7

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ► *Matthew M. Cron*

Date ► 4-9-2020

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

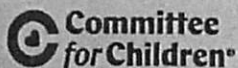
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

quote  
#1

2815 Second Avenue, Suite 400  
Seattle, WA 98121-3207 USA  
800-634-4449 FAX: 206-343-1445  
orders@cfchildren.org

**Quote**

Quote # 5009233  
Date 7/29/2020  
Customer ID 10235854

**Bill To**

Oxford School District  
224 Bramlett Blvd  
Oxford MS 38655-3416  
United States

**Ship To**

Patches Calhoun  
Della Davidson Elem  
209 COMMON WEALTH BLVD  
Oxford MS 38655-4451  
United States

**Requested By**

Patches Calhoun

**Ship To**

Patches Calhoun

**Setup Admin**

Name:  
Email:

**Entered By**

Rose Yu

Item	Description	Months	Start Date	End Date	QTY	Rate	Amount
100873	Second Step Grade 3 SEL Classroom Kit				7	\$409.00	\$2,863.00
100874	Second Step Grade 4 SEL Classroom Kit				7	\$439.00	\$3,073.00
100858	Second Step SEL K-5 Principal Toolkit				1	\$199.00	\$199.00

Subtotal \$6,135.00

Discount

Shipping & Handling \$0.00

Sales Tax\* (%) \$0.00

**TOTAL \$6,135.00**

Please remit in US Funds.

Make check payable to: Committee for Children

\*If tax was included in this quote and your organization is state sales tax exempt, email your state sales tax exemption ID and certificate to orders@cfchildren.org.

Shipping Method: UPS Ground (UPS)

Prices valid for 30 days from quote date.

Please include quote ID: 5009233 on your order to guarantee pricing.

1 of 1

224 BRAMLETT BLVD. OXFORD  
Phone: 662-234-3541 Fax: 662-232-2862

MS 38655

P.O.  
82784

REQ  
00019579

REQ Created By  
rblack

DATE  
4/22/2020

PAGE  
1

**BILL TO** OXFORD SCHOOL DISTRICT ADMINISTRATION  
224 BRAMLETT BLVD.

**Fund-Glc-Func-Pgm-Obj-Ut**  
1120-900-1130-000-344-16

**Amount**  
\$219.00

**TOTAL AMOUNT** \$219.00

**SHIP TO** OXFORD, MS 38655  
Yolanda Dudley  
OXFORD MIDDLE SCHOOL  
222 BRAMLETT BLVD.

Ph: 662-234-2288  
Fax: 662-234-0235

OXFORD, MS 38655

**VENDOR** 7892  
COMMITTEE FOR CHILDREN  
2815 2nd Ave., Suite 400

Seattle, WA 98121-3207

**NO BACKORDERS**

QTY	UNIT	DESCRIPTION	CATALOG NUMBER	UNIT PRICE	TOTAL
1	NA	Second Step for 8th Graders		\$219.00	\$219.00
				<b>Page Total:</b>	<b>\$219.00</b>
				<b>Total Order:</b>	<b>\$219.00</b>

**NOTE:** 1.OXFORD SCHOOL DISTRICT is a tax exempt agency  
2.NO BACKORDERS.  
3.CANCEL ORDER ON ANY ITEMS NOT IN STOCK.  
4.Mail invoice to pre-printed address at top of page.  
5.Purchase Order Number must appear on all correspondence

APPROVED BY:

*Brian Harney*

4/24/2020

PURCHASING AGENT



2815 Second Avenue, Suite 400  
Seattle, WA 98121-3207 USA  
800-634-4449 FAX: 206-343-1445  
orders@cfchildren.org

## Invoice

Invoice # 2008602  
Date 4/28/2020  
Customer ID 10235854  
Sales Order # 3405428

### Bill To

Oxford School District  
224 Bramlett Blvd  
Oxford MS 38655-3416  
United States

### Ship To

Yolanda Dudley  
Oxford Middle School  
222 Bramlett Blvd  
Oxford MS 38655  
United States

Terms	Due Date	PO#	Billing Contact	Shipping Method	Sales Rep
Net 30	5/28/2020	82784	Yolanda Dudley	UPS Ground (UPS)	Miriam Merliss

Item	Description	Start Date	End Date	QTY	Unit Price	Amount
900688	Second Step Grade 8 Individual License, 1 Year	4/28/2020	7/31/2021	1	\$219.00	\$219.00

SIGN HERE IF RECEIVED

Subtotal \$219.00

Discount

Shipping & Handling \$0.00

Sales Tax (%) \$0.00

**TOTAL** \$219.00

Amount Paid \$0.00

**AMOUNT DUE** \$219.00

Please remit in US Funds.

Make check payable to: Committee for Children

Regina Black

224 BRAMLETT BLVD. OXFORD  
Phone: 662-234-3541 Fax: 662-232-2862

MS 38655

P.O. NUMBER

82363

00019157

black

2/26/2020

1

**BILL TO** OXFORD SCHOOL DISTRICT ADMINISTRATION  
224 BRAMLETT BLVD.

**Fund-Glc-Func-Pgm-Obj-Ut**

**Amount**

1120-900-2120-000-610-16

\$219.00

**TOTAL AMOUNT \$219.00**

SH. : O

OXFORD, MS 38655

Yolanda Dudley

OXFORD MIDDLE SCHOOL

222 BRAMLETT BLVD.

Ph: 662-234-2288

Fax: 662-234-0235

OXFORD, MS 38655

**VENDOR** 7892

COMMITTEE FOR CHILDREN

2815 2nd Ave., Suite 400

Seattle, WA 98121-3207

**NO BACKORDERS**

QTY	UNIT	DESCRIPTION	CATALOG NUMBER	UNIT PRICE	TOTAL
1	NA	Second Step for 7th Graders		\$219.00	\$219.00
				<b>Page Total:</b>	<b>\$219.00</b>
				<b>Total Order:</b>	<b>\$219.00</b>

**NOTE:** 1.OXFORD SCHOOL DISTRICT is a tax exempt agency.  
2.NO BACKORDERS.  
3.CANCEL ORDER ON ANY ITEMS NOT IN STOCK.  
4.Mail invoice to pre-printed address at top of page.  
5.Purchase Order Number must appear on all correspondence.

APPROVED BY

*Brian Harvey*

2/28/2020

PURCHASING AGENT



2815 Second Avenue, Suite 400  
Seattle, WA 98121-3207 USA  
800-634-4449 FAX: 206-343-1445  
[orders@cfchildren.org](mailto:orders@cfchildren.org)

## Invoice

Invoice # 2008034  
Date 2/28/2020  
Customer ID 10235854  
Sales Order # 3404654

### Bill To

Oxford School District  
224 Bramlett Blvd  
Oxford MS 38655-3416  
United States

### Ship To

Yolanda Dudley  
Oxford School District  
222 Bramlett Blvd  
Oxford MS 38655  
United States

RECEIVED

MAR 06 2020

By: *Regina Black*

Terms	Due Date	PO#	Billing Contact	Shipping Method	Sales Rep
Net 30	3/29/2020	82363		UPS Ground (UPS)	Miriam Merliss

Item	Description	Start Date	End Date	QTY	Unit Price	Amount
900687	Second Step Grade 7 Individual License, 1 Year	2/28/2020	2/28/2021	1	\$219.00	\$219.00

Subtotal \$219.00

Discount

Shipping & Handling \$0.00

Sales Tax (%) \$0.00

**TOTAL** \$219.00

Amount Paid \$0.00

**AMOUNT DUE** \$219.00

Please remit in US Funds.

Make check payable to: Committee for Children

224 BRAMLETT BLVD. OXFORD  
Phone: 662-234-3541 Fax: 662-232-2862

MS 38655

P.O.  
82784

NEW NEW created by DATE PAGE  
00019579 rblack 4/22/2020 1

**BILL TO** OXFORD SCHOOL DISTRICT ADMINISTRATION  
224 BRAMLETT BLVD.

Fund-Glc-Func-Pgm-Obj-Ut	Amount
1120-900-1130-000-344-16	\$219.00

**TOTAL AMOUNT \$219.00**

**SHIP TO** OXFORD, MS 38655  
Yolanda Dudley  
OXFORD MIDDLE SCHOOL  
222 BRAMLETT BLVD.

Ph: 662-234-2288  
Fax: 662-234-0235

OXFORD, MS 38655

**VENDOR** 7892  
COMMITTEE FOR CHILDREN  
2815 2nd Ave., Suite 400

Seattle, WA 98121-3207

**NO BACKORDERS**

QTY	UNIT	DESCRIPTION	CATALOG NUMBER	UNIT PRICE	TOTAL
1	NA	Second Step for 8th Graders		\$219.00	\$219.00
				<b>Page Total:</b>	<b>\$219.00</b>
				<b>Total Order:</b>	<b>\$219.00</b>

**NOTE:** 1.OXFORD SCHOOL DISTRICT is a tax exempt agency  
2.NO BACKORDERS.  
3.CANCEL ORDER ON ANY ITEMS NOT IN STOCK.  
4.Mail invoice to pre-printed address at top of page.  
5.Purchase Order Number must appear on all correspondence

APPROVED BY:

*Brian Harney*

4/24/2020

PURCHASING AGENT





2815 Second Avenue, Suite 400  
Seattle, WA 98121-3207 USA  
800-634-4449 FAX: 206-343-1445  
orders@cfchildren.org

## Invoice

Invoice # 2008602  
Date 4/28/2020  
Customer ID 10235854  
Sales Order # 3405428

### Bill To

Oxford School District  
224 Bramlett Blvd  
Oxford MS 38655-3416  
United States

### Ship To

Yolanda Dudley  
Oxford Middle School  
222 Bramlett Blvd  
Oxford MS 38655  
United States

Terms	Due Date	PO#	Billing Contact	Shipping Method	Sales Rep
Net 30	5/28/2020	82784	Yolanda Dudley	UPS Ground (UPS)	Miriam Merliss

Item	Description	Start Date	End Date	QTY	Unit Price	Amount
900688	Second Step Grade 8 Individual License, 1 Year	4/28/2020	7/31/2021	1	\$219.00	\$219.00

SIGN HERE IF RECEIVED

Subtotal \$219.00

Discount

Shipping & Handling \$0.00

Sales Tax (%) \$0.00

**TOTAL** \$219.00

Amount Paid \$0.00

**AMOUNT DUE** \$219.00

Please remit in US Funds.

Make check payable to: Committee for Children

Regina Black

224 BRAMLETT BLVD. OXFORD  
Phone: 662-234-3541 Fax: 662-232-2862

MS 38655

P.O. NUMBER

82363

00019157

black

2/26/2020

1

**BILL TO** OXFORD SCHOOL DISTRICT ADMINISTRATION  
224 BRAMLETT BLVD.

**Fund-Glc-Func-Pgm-Obj-Ut** Amount  
1120-900-2120-000-610-16 \$219.00

**TOTAL AMOUNT \$219.00**

SH. 0

OXFORD, MS 38655

Yolanda Dudley

OXFORD MIDDLE SCHOOL

222 BRAMLETT BLVD.

Ph: 662-234-2288

Fax: 662-234-0235

OXFORD, MS 38655

**VENDOR** 7892

COMMITTEE FOR CHILDREN

2815 2nd Ave., Suite 400

Seattle, WA 98121-3207

**NO BACKORDERS**

QTY	UNIT	DESCRIPTION	CATALOG NUMBER	UNIT PRICE	TOTAL
1	NA	Second Step for 7th Graders		\$219.00	\$219.00
				<b>Page Total:</b>	<b>\$219.00</b>
				<b>Total Order:</b>	<b>\$219.00</b>

**NOTE:** 1.OXFORD SCHOOL DISTRICT is a tax exempt agency.  
2.NO BACKORDERS.  
3.CANCEL ORDER ON ANY ITEMS NOT IN STOCK  
4.Mail invoice to pre-printed address at top of page.  
5.Purchase Order Number must appear on all correspondence.

APPROVED BY

*Brian Harvey*

2/28/2020

PURCHASING AGENT



2815 Second Avenue, Suite 400  
Seattle, WA 98121-3207 USA  
800-634-4449 FAX: 206-343-1445  
[orders@cfchildren.org](mailto:orders@cfchildren.org)

## Invoice

Invoice # 2008034  
Date 2/28/2020  
Customer ID 10235854  
Sales Order # 3404654

### Bill To

Oxford School District  
224 Bramlett Blvd  
Oxford MS 38655-3416  
United States

### Ship To

Yolanda Dudley  
Oxford School District  
222 Bramlett Blvd  
oxford MS 38655  
United States

RECEIVED

MAR 06 2020

By: *Regina Black*

Terms	Due Date	PO#	Billing Contact	Shipping Method	Sales Rep
Net 30	3/29/2020	82363		UPS Ground (UPS)	Miriam Merliss

Item	Description	Start Date	End Date	QTY	Unit Price	Amount
900687	Second Step Grade 7 Individual License, 1 Year	2/28/2020	2/28/2021	1	\$219.00	\$219.00

Subtotal \$219.00

Discount

Shipping & Handling \$0.00

Sales Tax (%) \$0.00

**TOTAL** \$219.00

Amount Paid \$0.00

**AMOUNT DUE** \$219.00

Please remit in US Funds.

Make check payable to: Committee for Children