

# Purchase Worksheet

## Purchase Worksheet

BOCES \_\_\_\_\_  
 District \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Phone ( \_\_\_\_\_ ) \_\_\_\_\_ FAX ( \_\_\_\_\_ ) \_\_\_\_\_ Email \_\_\_\_\_

Please transfer the dollar amounts from the order forms to the correct line below. To determine your shipping charges:

- If using a purchase order or pre-payment with school check, shipping is 13% of the total items, with a minimum shipping charge of \$5.00.
- If adding to your cross-contract or contract (for subscribing districts only), leave the shipping amount and Adm. Charge blank. Shipping will be calculated at the cross-contract or contract rate.

There is a minimum total of \$25.00 on all purchase orders.

Please send all appropriate order forms with your request.

The 5.2% Administrative Charge is applicable to all purchase sub-totals.

Please check the appropriate box below:

- Purchase Order/School Check attached
- Add to Cross-contract/Contract. Authorized Signature \_\_\_\_\_

For additional forms, go to  
[www.espsciencetime.org](http://www.espsciencetime.org).

Photocopy the completed form  
 and please mail or fax to:

Monroe 2–Orleans BOCES  
 Elementary Science Program  
 38 Turner Drive  
 Spencerport, NY 14559

Fax #: 585-352-1157

LINE 1	Refill Packages/Live Materials	_____
2	Kit parts	_____
3	Student Activity Books	_____
4	Assessment Kits/Parts	_____
	<b>Sub Total</b>	_____
	Indirect Cost 5.2%	+ _____
	Shipping 13% (minimum \$5.00)	+ _____
	<b>Total Purchase</b>	\$ _____