



<b>Purchase Order</b>
<b>250051</b>

TO: <u>Gold Star</u> _____ _____ _____	BILL TO: Encore High School 16955 Lemon Street Hesperia, CA 92345 760- 956- 2632	SHIP TO: Attn: Joseph Thibodeaux Encore Education Corporation 16955 Lemon Street Hesperia, CA 92345
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PO DATE	ORDER/REQ#	SALES REP	PHONE#	PAYMENT TERMS
7/1/24	2025051			Net 30 - Education

Qty	Item#	Description	Unit Price	Total
1	Open PO	Food Supplies	60000	\$60,000
		2024-2025 (School Break/Lunch)		

<p style="color: red; text-align: center; margin: 0;"> <b>Please send invoice to:</b>  <b>Encore Education Corp</b>  <b>16955 Lemon Street</b>  <b>Hesperia Ca 92345</b>  <b>760- 956- 2632 ext. 1104</b>  <b>760- 818- 7070</b>  <b>Invoices@encorehighschool.com</b> </p>	SUBTOTAL	\$60,000
	SALES TAX	7.75
	SHIPPING & HANDLING	
	TOTAL	\$60,000
	Requested by:	

<u>Dr. Guillermo Muñoz</u> <small>Dr. Guillermo Muñoz (Jul 26, 2024 17:30 EDT)</small>	07/27/2024
<i>Authorized Signature</i>	<i>Date</i>

<i>Authorized Signature</i>	<i>Date</i>

Requisition #: 2025051

Requestor: Chef Raymond Munoz



# PURCHASE REQUISITION FORM

Today's Date: 08/01/2024

Expiration Date: 05/30/2025

Account: (Circle/Check One):

- Accounting
- Maintenance
- Student Incentives
- Advertising
- Office Supplies
- Transportation
- Cafeteria
- Parent Communication
- Website
- Class Supplies
- Postage
- Other (Describe)
- General Fund – Student Activities
- Security
- Student Break/Lunch
- Services

Vendor: Gold Star Foods

Address: \_\_\_\_\_

Requested Payment Method: Invoice

QTY	Item #	Description	Unit Cost	Amount
1	Open PO	Food Supplies	60000.00	60,000.00
		2024-2025		
<b>Sub-Total</b>				60000
<b>Tax</b>				
<b>Shipping</b>				
<b>Total</b>				60000

Purpose of Purchase: Open PO for Food supplies

Requested By: Chef Raymond Munoz

Raymond Muñoz  
Raymond Muñoz (Jul 26, 2024 06:49 PDT)  
Requestors Signature or Stamp

\_\_\_\_\_  
Date of Request

Approved By: Patricia Alaimalo

Patricia Alaimalo  
Approval Designee Signature or Stamp

7/26/2024  
Date of Approval

Requests for up to \$24,999 can be approved by Executive Director/CEO or designee  
Requests for \$25,000 or more must be Board Approved  
Documented evidence of authorized approval must be obtained **prior** to purchase










# Req 2025051

Final Audit Report

2024-07-26

Created:	2024-07-26
By:	Patricia Alaimalo (palaimalo@encorehighschool.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAyheqHg_T4L02JVQkegWs9Thqegih7bTO

## "Req 2025051" History

-  Document created by Patricia Alaimalo (palaimalo@encorehighschool.com)  
2024-07-26 - 2:57:43 AM GMT
-  Document emailed to rmunoz@encorehighschool.com for signature  
2024-07-26 - 2:58:09 AM GMT
-  Email viewed by rmunoz@encorehighschool.com  
2024-07-26 - 1:48:54 PM GMT
-  Signer rmunoz@encorehighschool.com entered name at signing as Raymond Muñoz  
2024-07-26 - 1:49:14 PM GMT
-  Document e-signed by Raymond Muñoz (rmunoz@encorehighschool.com)  
Signature Date: 2024-07-26 - 1:49:16 PM GMT - Time Source: server
-  Document emailed to Patricia Alaimalo (palaimalo@encorehighschool.com) for signature  
2024-07-26 - 1:49:18 PM GMT
-  Email viewed by Patricia Alaimalo (palaimalo@encorehighschool.com)  
2024-07-26 - 3:17:24 PM GMT
-  Document e-signed by Patricia Alaimalo (palaimalo@encorehighschool.com)  
Signature Date: 2024-07-26 - 3:17:52 PM GMT - Time Source: server
-  Agreement completed.  
2024-07-26 - 3:17:52 PM GMT







# PO 250051

Final Audit Report

2024-07-26

Created:	2024-07-26
By:	Patricia Alaimalo (palaimalo@encorehighschool.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAaRbfrHRbFEbbIZDDz1Go3oRO3U4Y2OSS

## "PO 250051" History

-  Document created by Patricia Alaimalo (palaimalo@encorehighschool.com)  
2024-07-26 - 7:48:48 PM GMT
-  Document emailed to gmunoz@encorehighschool.com for signature  
2024-07-26 - 7:49:09 PM GMT
-  Email viewed by gmunoz@encorehighschool.com  
2024-07-26 - 9:30:26 PM GMT
-  Signer gmunoz@encorehighschool.com entered name at signing as Dr. Guillermo Muñoz  
2024-07-26 - 9:30:45 PM GMT
-  Document e-signed by Dr. Guillermo Muñoz (gmunoz@encorehighschool.com)  
Signature Date: 2024-07-26 - 9:30:47 PM GMT - Time Source: server
-  Agreement completed.  
2024-07-26 - 9:30:47 PM GMT