

Fairfax County Public Schools  
PURCHASE REQUISITION, ORDER,  
AND RECEIVING REPORT

NUMBER AND PREFIX LETTERS APPEARING  
AT RIGHT MUST APPEAR ON ALL DELIVERIES,  
PACKAGES, INVOICES, PACKING SLIPS AND  
RELATED CORRESPONDENCE

NUMBER

C4095

Name of School and Address

McLean High School  
1633 Davidson Road  
McLean, VA 22101  
(703) 714-5700

Date

7/31/13

Account To Be Charged

C58550

Purchase From

Loew Annapolis Area

Please Furnish and Deliver the Following To:

McLean High School  
1633 Davidson Road  
McLean, VA 22101  
Attn:

1 QUANTITY	2 ARTICLE AND DESCRIPTION	3 UNIT	4 UNIT PRICE	5 AMOUNT	6 QUANTITY RECEIVED
12	Retreat for Administration Sept 13 Aug 15 14				
	Approximately \$2500.00				
	Total \$2177.51			500.00	received
				1483.60	received
				1983.60	total deposit
				- 1479.17	PMS
				- 478.49	Budget
				- 219.85	Auditor's
				193.91	Balance

Changed 8/15/13

Should be changed 9/15/13

REMARKS

Tax Exempt #0003018644

APPROVED BY PRINCIPAL

DATE

L. Shultz 7/31/13

REQUESTED BY

Helen McHamara

APPROVED BY TEACHER SPONSOR

ACCEPTANCE ACKNOWLEDGEMENT

DELIVERY IS:  PARTIAL  FINAL

DATE OF PAYMENT

Please read the Instructions to Receiving Employee on the back before the shipment arrives.

QUANTITY IN COLUMN 6 HAS BEEN:

- RECEIVED
- ACCEPTED AND CONFORMS TO THE PURCHASE ORDER EXCEPT AS NOTED
- INSPECTED

RECEIVING EMPLOYEE'S SIGNATURE

DATE RECEIVED

  
**LOEWS**  
 ANNAPOLIS  
 HOTEL

McLean High School Mtg  
 1663 Davidson Road  
 Maclean VA 22101  
 United States

Room Number: 9141  
 Arrival Date: 08-15-13  
 Departure Date: 08-16-13  
 Confirmation Number: 9598413  
 Merchant Ref #:  
 Page No: 1 of 1

Guest Name:

**INFORMATION INVOICE**

A/R No:

Folio No:

08-23-13

Date	Description		Charges	Credits
08-15-13	Deposit Transfer at Check In	Adv Dep		500.00
08-15-13	Deposit Transfer at Check In	adv dep		1,483.60
<b>Total</b>			<b>0.00</b>	<b>1,983.60</b>
<b>Balance</b>			<b>-1,983.60</b>	

Welcome our new East Coast properties: The Loews Madison Hotel and The Loews Boston Hotel. Two capital cities making more history with Loews.



# LOEWS

ANNAPOLIS  
HOTEL

McLean High School Mtg  
1663 Davidson Road  
Maclean VA 22101  
United States

**Date :** 08-09-13  
**Time :** 10:26  
**Room :** 9141  
**Receipt No.:** 13392

## ADVANCE DEPOSIT

Date	Description	Exp Date	Amount
08-09-13	[REDACTED]	XX/XX	1,483.60USD
	Arrival	Departure	Group ID / Room Type
	08-15-13	08-16-13	11340828

Guest Signature

Cashier No. 2760



# LOEWS

ANNAPOLIS  
HOTEL

McLean High School Mtg  
1663 Davidson Road  
Maclean VA 22101  
United States

**Date :** 08-06-13  
**Time :** 17:20  
**Room :** 9141  
**Receipt No.:** 13384

## ADVANCE DEPOSIT

Date	Description	Exp Date	Amount
08-06-13	[REDACTED]	XX/XX	500.00USD
	Arrival	Departure	Group ID / Room Type
	08-15-13	08-16-13	11340828

\_\_\_\_\_  
**Guest Signature**

\_\_\_\_\_  
**Cashier No. 2760**



**LOEWS**  
HOTELS • RESORTS

Loews Annapolis Hotel Tax ID 22-3010706

**INVOICE**

ACCT #: 9141

Customer

**NAME:** Mc Lean high School Meeting  
**ADDRESS:** 1663 Davidson Road  
 Maclean VA 22101  
  
**ATTN:** Ms. Helen McNamara  
**PHONE:** 703-714-5706  
**E-MAIL:** helen.mcnamara@fcps.edu

**THANK YOU: \$0.00**

**INVOICE DATE:** Friday, August 23, 2013  
**DUE DATE:** Upon Receipt

RE: McLean High School Meeting

FOLIO	DESCRIPTION	BALANCE
1	Advance Deposit	(\$1,983.60)
2	Room, Tax and Incidentals	\$1,479.17
3	Banquets	\$478.49
4	F&B Outlets	
5	Audio Visual	\$219.85
6	Telecommunications/Internet	
7	Entertainment & Excursions	
8	Miscellaneous	
9	Special Considerations	
10	Attrition	
11	Final Payment MasterCard Ending 8701	(\$193.91)
<b>THANK YOU:</b>		<b>\$0.00</b>

For questions regarding your invoice, please call Customer Service at (888) 320-6065  
 or by email at [fscgroupbilling@loewshotels.com](mailto:fscgroupbilling@loewshotels.com)

**Thank you for choosing Loews Hotels!**



# LOEWS

ANNAPOLIS  
HOTEL

McLean High School Mtg  
1663 Davidson Road  
Maclean VA 22101  
United States  
Tax ID

Date : 08-23-13  
Time : 16:12  
Room : 9141  
Receipt No. : 156884

PAYMENT RECEIPT				
Date	Description	App. Code	Exp. date	Amount
08-23-13	[REDACTED]	[REDACTED]	XX/XX	193.91USD

Guest Signature

Cashier No. 2966



# LOEWS

ANNAPOLIS  
HOTEL

McLean High School Mtg  
1663 Davidson Road  
Maclean VA 22101  
United States

Room Number: 9141  
Arrival Date: 08-15-13  
Departure Date: 08-16-13  
Confirmation Number: 9598413  
Merchant Ref #:  
Page No: 1 of 2

Guest Name:

## INFORMATION INVOICE

A/R No:

Folio No:

08-16-13

Date	Description		Charges	Credits
08-15-13	Deposit Transfer at Check In	Adv Dep		500.00
08-15-13	Deposit Transfer at Check In	adv dep		1,483.60
08-15-13	Package Room	Routed From Stavish Kate Of Room #316	119.00	} 134.47
08-15-13	State Sales Tax - 6 PCT	Routed From Stavish Kate Of Room #316	7.14	
08-15-13	City Sales Tax - 7 PCT	Routed From Stavish Kate Of Room #316	8.33	
08-15-13	Package Room	Routed From Nowak Ben Of Room #321	119.00	}
08-15-13	State Sales Tax - 6 PCT	Routed From Nowak Ben Of Room #321	7.14	
08-15-13	City Sales Tax - 7 PCT	Routed From Nowak Ben Of Room #321	8.33	
08-15-13	Package Room	Routed From Lane Jamie Of Room #332	119.00	}
08-15-13	State Sales Tax - 6 PCT	Routed From Lane Jamie Of Room #332	7.14	
08-15-13	City Sales Tax - 7 PCT	Routed From Lane Jamie Of Room #332	8.33	
08-15-13	Package Room	Routed From Patrick Jim Of Room #336	119.00	}
08-15-13	State Sales Tax - 6 PCT	Routed From Patrick Jim Of Room #336	7.14	
08-15-13	City Sales Tax - 7 PCT	Routed From Patrick Jim Of Room #336	8.33	
08-15-13	Package Room	Routed From Stansbery Paul Of Room #337	119.00	}
08-15-13	State Sales Tax - 6 PCT	Routed From Stansbery Paul Of Room #337	7.14	
08-15-13	City Sales Tax - 7 PCT	Routed From Stansbery Paul Of Room #337	8.33	
08-15-13	Package Room	Routed From Zook Mike Of Room #342	119.00	}
08-15-13	State Sales Tax - 6 PCT	Routed From Zook Mike Of Room #342	7.14	
08-15-13	City Sales Tax - 7 PCT	Routed From Zook Mike Of Room #342	8.33	
08-15-13	Package Room	Routed From Reilly Ellen Of Room #349	119.00	}
08-15-13	State Sales Tax - 6 PCT	Routed From Reilly Ellen Of Room #349	7.14	
08-15-13	City Sales Tax - 7 PCT	Routed From Reilly Ellen Of Room #349	8.33	
08-15-13	Package Room	Routed From Belli Fernando Of Room #352	119.00	}
08-15-13	State Sales Tax - 6 PCT	Routed From Belli Fernando Of Room #352	7.14	
08-15-13	City Sales Tax - 7 PCT	Routed From Belli Fernando Of Room #352	8.33	
08-15-13	Package Room	Routed From McNamara Helen Of Room #356	119.00	}
08-15-13	State Sales Tax - 6 PCT	Routed From McNamara Helen Of Room	7.14	



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1663 Davidson Road  
Maclean VA 22101  
United States

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Departure Date: 08-16-13  
Confirmation Number: 9598413  
Merchant Ref #:  
Page No: 2 of 2

Guest Name:

## INFORMATION INVOICE

A/R No:

Folio No:

08-16-13

Date	Description		Charges	Credits
		#356		
08-15-13	City Sales Tax - 7 PCT	Routed From McNamara Helen Of Room	8.33	
		#356		
08-15-13	Package Room	Routed From Whitlock Paige Of Room #358	119.00	
08-15-13	State Sales Tax - 6 PCT	Routed From Whitlock Paige Of Room #358	7.14	
08-15-13	City Sales Tax - 7 PCT	Routed From Whitlock Paige Of Room #358	8.33	
08-15-13	Package Room	Routed From Humbert Nick Of Room #436	119.00	
08-15-13	State Sales Tax - 6 PCT	Routed From Humbert Nick Of Room #436	7.14	
08-15-13	City Sales Tax - 7 PCT	Routed From Humbert Nick Of Room #436	8.33	
<b>Total</b>			<b>1,479.17</b>	<b>1,983.60</b>
<b>Balance</b>			<b>-504.43</b>	

134.47  
 Y    "    "  
 -----  
 1479.17

Welcome our new East Coast properties: The Loews Madison Hotel and The Loews Boston Hotel. Two capital cities making more history with Loews.

126 West Street Annapolis, Maryland 21401 T: (410) 263-7777 F: (410) 263-0084 Toll: (800) 526-2593

[www.loewshotels.com](http://www.loewshotels.com)



  
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 ANNAPOLIS  
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Room Number: 9141  
 Arrival Date: 08-15-13  
 Departure Date: 08-16-13  
 Confirmation Number: 9598413  
 Merchant Ref #:  
 Page No: 1 of 1

Guest Name:

**INFORMATION INVOICE**

A/R No:

Folio No:

08-23-13

Date	Description		Charges	Credits
08-16-13	Conference Services	Room# 9141 : CHECK# [REDACTED]	297.44	
08-16-13	Conference Services	Room# 9141 : CHECK# [REDACTED]	181.05	
<b>Total</b>			<b>478.49</b>	<b>0.00</b>
<b>Balance</b>			<b>478.49</b>	

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Check#: 65,090  
 Page: 1 of 1  
 Created: 8/23/2013  
 Print Time: 2:06 pm

## Loews Annapolis Hotel

126 West Street Annapolis, MD USA 21401  
 Phone: 410-263-7777 - Fax: 410-263-7813

### Banquet Check

<b>Account:</b> LANP 2013 Social Events	<b>Event Date:</b> 8/16/2013
<b>Post As:</b> McLean High School Meeting	<b>Contact:</b> Ms. Helen McNamara
<b>BEO Name:</b> McLean High School Meeting	<b>Phone:</b> 703-714-5706
<b>Address:</b> 1663 Davidson Road	<b>Email:</b> Helen.Mcnamara@fcps.edu
Maclean, VA 22101	<b>On-Site:</b>
<b>Master Acct #:</b> 9141	<b>Service Mgr:</b> Bonnie Finlay
<b>Special Billing Instructions:</b>	

Date	Time	Room	Function	EXP	GTD	SET	RENTAL
Aug 16, 2013	8:00 AM-9:00 am	Spinnaker	Breakfast	10			

NO.	FOOD	PRICE	SUBTOTAL	TOTAL
10	The O'Dark Thirly Breakfast Buffet	23.00	230.00	
<b>TOTAL FOOD</b>			<b>230.00</b>	
			0.00	
<b>Service Charge %</b>		22.00	50.60	
<b>Sales Tax %</b>		6.00	16.84	
				<b>297.44</b>

ROOM RENTAL	PRICE	SUBTOTAL	TOTAL
<b>Room:</b> Spinnaker			
<b>Function:</b> BKFT			
<b>TOTAL</b>		<b>0.00</b>	
<b>Room Rental Tax %</b>		0.00	0.00
			<b>0.00</b>

<b>GRAND TOTAL:</b>	<b>297.44</b>
<b>Balance Due:</b>	<b>297.44</b>

Client Signature \_\_\_\_\_

Date: \_\_\_\_\_



Check#: 65,106  
 Page: 1 of 1  
 Created: 8/23/2013  
 Print Time: 2:06 pm

## Loews Annapolis Hotel

126 West Street Annapolis, MD USA 21401  
 Phone: 410-263-7777 - Fax: 410-263-7813

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<b>Post As:</b> McLean High School Meeting	<b>Contact:</b> Ms. Helen McNamara
<b>BEO Name:</b> McLean High School Meeting	<b>Phone:</b> 703-714-5706
<b>Address:</b> 1663 Davidson Road	<b>Email:</b> Helen.Mcnamara@fcps.edu
Maclean, VA 22101	<b>On-Site:</b>
<b>Master Acct #:</b> 9141	<b>Service Mgr:</b> Bonnie Finlay
<b>Special Billing Instructions:</b>	

Date	Time	Room	Function	EXP	GTD	SET	RENTAL
Aug 16, 2013	11:00 AM-11:30 am	Spinnaker	Break				10

NO.	FOOD	PRICE	SUBTOTAL	TOTAL
10	Fruit and Fanciful	14.00	140.00	
<b>TOTAL FOOD</b>			140.00	
Service Charge %			22.00	30.80
Sales Tax %			6.00	10.25
				<b>181.05</b>

ROOM RENTAL	PRICE	SUBTOTAL	TOTAL
Room: Spinnaker      Function: BRK			
<b>TOTAL</b>		0.00	
Room Rental Tax %		0.00	0.00
			<b>0.00</b>

<b>GRAND TOTAL:</b>	<b>181.05</b>
<b>Balance Due:</b>	<b>181.05</b>

Client Signature \_\_\_\_\_

Date: \_\_\_\_\_



# LOEWS

ANNAPOLIS  
HOTEL

McLean High School Mtg  
1663 Davidson Road  
Maclean VA 22101  
United States

Room Number: 9141  
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Merchant Ref #:  
Page No: 1 of 1

Guest Name:

## INFORMATION INVOICE

A/R No:

Folio No:

08-23-13

Date	Description		Charges	Credits
08-17-13	Audio Visual Tax	AV Tax	12.45	
08-17-13	Audio Visual	AV	207.40	
<b>Total</b>			<b>219.85</b>	<b>0.00</b>
<b>Balance</b>			<b>219.85</b>	

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Loews Annapolis Hotel  
126 West St  
Annapolis, MD 21401  
Tel: 410-295-3269 Fax: TBA

**Rental Order**

**McLean High School**  
**Attn: Ellen Reilly**  
**1663 DAVIDSON RD**  
**Mc Lean, VA 22101**

*\*\*\* Not an Invoice \*\*\**

Contact Name: Ellen Reilly  
Contact Phone: 703-714-5706  
Email: ereilly@fcps.edu  
Order No: 3505-1180

Show Date(s): **8/16/2013 - 8/16/2013**  
Show Name: **McLean High School Meeting**  
Show Location: **Loews Annapolis Hotel**  
**126 West St**  
**Annapolis, MD 21401**

Conveyance Method: Pickup  
Billing Method: Master

**Order# 3505-1180 - McLean High School Meeting**

**Equipment And Sales**

Qty	Item Description	Days Billed	Rate	Subtotal
1	Projector Support Package			
1	Safelock Cover	1	\$170.00	\$170.00
1	Safelock Stand			
1	6' Tripod Screen			
1	Small Video Cable Lot			
<b>Equipment And Sales Subtotal</b>				<b>\$170.00</b>

PSAV  
Prepared For: McLean High School  
Order No: 3505-1180  
Total: \$219.85

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	<b>Ext. Price</b>
Subtotal	
Service Charge	\$170.00
Tax	\$37.40
	\$12.45

**Total**

**\$219.85**

---

\*Service Charges are NOT gratuities and are not paid in whole or in part to employees of PSAV or employees of any other party.

***Thank you for your business.***

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

Printed On: 8/21/2013 9:01AM CST

Prepared By: Tony Jordana

Prepared For: McLean High School (Ellen Reilly)

\_\_\_\_\_  
*Acceptance Signature*

\_\_\_\_\_  
*Date of Acceptance*

**Signed Acceptance must be received prior to delivery of equipment to Customer/show site.**