

WEST SPRINGFIELD HIGH SCHOOL  
 SPRINGFIELD, VA 22152



Acct Nbr w/ Vendor	Vendor Name	Payment Number	Check Date	Check #	Check Amount
	SPRINGFIELD GOLF AND COUNTRY	108Y2618	7/12/2013		\$5,650.00

  

Vendor Invoice Number	Date	Fund	Fund Description	Fund Amount
	7/12/2013	75500-00-00	Special Functions-General Rev/Exp	\$1,160.00
	7/12/2013	52550-00-00	Educational Contingency-General Rev/Exp	\$3,042.75
	7/12/2013	52200-00-00	Donations-General-General Rev/Exp	\$1,447.25

52200-00-00 Donations-General-General Rev/Exp

\$1,447.25

SF4001-1

REORDER FROM YOUR LOCAL SAFEGUARD DISTRIBUTOR, IF UNKNOWN, CALL 800-523-2422



**PURCHASE ORDER  
FAIRFAX COUNTY PUBLIC SCHOOLS**

NUMBER APPEARING AT RIGHT  
MUST APPEAR ON ALL  
PACKAGES, INVOICES, AND  
PACKING SLIPS.

**Purchase Order  
NUMBER  
WS13-2918**

**BILL TO SCHOOL AND ADDRESS:**

**West Springfield High School  
6100 Rolling Road  
Springfield, VA 22152**

Date (mm/dd/yyyy)

**6/14/2013**

Account Name

**Special Functions/ECA**

Account  
Number

**75000/52550**

PHONE : 703-913-3800 FAX : 703-913-3817

**NAME AND ADDRESS OF VENDOR :**

Springfield Golf & Country Club  
8301 Old Keene Mill Road  
Springfield, VA 22152

**DELIVER TO :**

**WEST SPRINGFIELD HIGH SCHOOL  
6100 ROLLING ROAD  
SPRINGFIELD, VA 22152**

**VENDOR  
FAX**

703-451-2706

**VENDOR  
PHONE**

703-451-8600

Attention:

QUANTITY	UNIT	ARTICLE AND DESCRIPTION	UNIT PRICE	AMOUNT
		QUANTITY AND UNIT PRICE MUST BE FILLED IN FOR THE SHEET TO CALCULATE THE AMOUNT COLUMN		
1	ea	Not to Exceed	\$6,000.00	\$ 6,000.00
				\$ -
				\$ -
		<b>End of Year Faculty Luncheon</b>		\$ -
				\$ -
		<b>Monday June 17, 2013</b>		\$ -
				\$ -
				\$ -
				\$ -
		(Faculty pays a portion)		\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
		<b>FCPS SALES TAX EXEMPT #</b>		\$ -

**IMPORTANT SHIPPING INFORMATION**  
ALL TEXTBOOK ORDERS UNDER 900 LBS.  
MUST BE SHIPPED VIA UPS AND CHARGED  
TO FCPS ACCOUNT [REDACTED]

ALL TEXTBOOK ORDERS EXCEEDING 900  
LBS. MUST BE SHIPPED VIA FedEx FREIGHT  
(800-874-4723) AND CHARGED TO FCPS  
ACCOUNT [REDACTED]

FS 125 (4/04)

Subtotal	\$6,000.00
Less Discount	% \$0.00
Estimated Shipping Charges	
<b>PURCHASE ORDER TOTAL</b>	<b>\$6,000.00</b>

REQUESTED BY : Suzanne Taber

APPROVED BY-SPONSOR:

APPROVED BY PRINCIPAL *Rebecca B. [Signature]* DATE *6/14/13*

Springfield Golf & Country Club  
 8301 Old Keene Mill Road  
 Springfield, VA 22152  
 Telephone Number: (703) 451-8600  
 Fax Number: (703) 451-2706  
 E-mail: jennifer@sgccva.org

**EVENT CHECK: CH6108**

Event Date: June 18, 2013

Event Name: WSHS END OF YEAR FACULTY LUNCHEON

Site: Springfield Golf & CC Clubhouse

Salesperson: Jennifer Toney

Contact: WSHS Administrator/Suzanne Taber (#: 8132)

Mailing Address: Attn: Suzanne Taber, West Springfield High School  
 Springfield, VA 22152

E-mail: sstaber@fcp.edu

Daytime Phone:

Fax Number:

On-Site Contact: WSHS Administrator

Day/Date	Start/End Time	Location	Function	Est	Gte	Set	Rental
Tue., 6/18/13	12:00PM-12:30PM	Banquet Room	Reception	160	160	160	\$0.00
Tue., 6/18/13	12:30PM- 2:00PM	Banquet Room	Lunch Buffet	160	160	160	\$0.00

FOOD	QTY	PRICE	TOTAL
European Gourmet Crudite. Artfully displayed with Fresh Herb Sauce	160	\$2.00	\$320.00
Country Buffet	160	\$22.00	\$3,520.00
Mixed Green Salad	160	\$4.25	\$680.00

BEVERAGE	QTY	PRICE	TOTAL

SET-UP & SERVICE	QTY	PRICE	TOTAL

TOTAL CHARGES						
	Charges	Service Charge 20.00 %	Subtotal	Tax 1 Rate	Tax 1	Total
Facility Rental	\$0.00	\$0.00	\$0.00	5.0000%	\$0.00	\$0.00
Food	\$4,520.00	\$904.00	\$5,424.00	5.0000%	\$226.00	\$5,650.00
Beverage	\$0.00	\$0.00	\$0.00	5.0000%	\$0.00	\$0.00
Set-Up	\$0.00	\$0.00	\$0.00	5.0000%	\$0.00	\$0.00
<b>Grand Totals</b>	<b>\$4,520.00</b>	<b>\$904.00</b>	<b>\$5,424.00</b>		<b>\$226.00</b>	<b>\$5,650.00</b>
Payments Received						\$0.00
Method of Payment: Balance Due						\$5,650.00

75500 - 1160  
 52550 - 3042.75  
 52200 - 1447.25