### Vendor Information

- **Vendor**: STEPS TO LITERACY
- **Attention**: 
- **Phone**: (732) 560-8363
- **Vendor #**: STE087000 01
- **Contract #**: 7000614
- **Fax #**: (866) 560-8699

### Deliver To

- **Address**: 122 HENRY STREET, ROOM 122A
- **City**: NEW YORK,
- **State**: NY
- **Zip Code**: 10002

### Send Invoice To

- **Attention**: OFFICE OF PAYABLE OPERATIONS-M
- **Phone**: (718) 935-2378
- **Address**: 65 COURT STREET, ROOM 1001
- **City**: BROOKLYN,
- **State**: NY
- **Zip Code**: 11201

### Special Delivery Instructions (If Any)

- INSIDE DELY BEFORE 2PM @ RM. 122A. DELIVERY MUST BE COMPLETED WITHIN

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I HEREBY CERTIFY THAT THE ITEMS ORDERED BELOW ARE NEEDED TO CONDUCT THE EDUCATIONAL OR ADMINISTRATIVE PROGRAM AND THAT THE PURCHASES IS IN ACCORDANCE WITH THE DEPARTMENT OF EDUCATION BIDDING, CONTRACT AND PURCHASING REGULATIONS. I CERTIFY THAT SUFFICIENT FUNDS HAVE BEEN RESERVED IN THE BUDGET ACCOUNT CODES LISTED BELOW.

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**Signature of Principal or authorized Department of Education official**

**Date**: 2/2/2009

### Accounting Information

**Fiscal Year**: 2009

<table>
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<tr>
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<th>End Date</th>
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**Total Amount**: $176.47

### Item Detail Information

1. **Item #**: 59564984X
   - **ISBN10**: 1595649840
   - **ISBN13**: 9781595649843
   - **Description**: BRAND NEW READERS
   - **Manufacturer Part #**: Steps To Literacy, LLC
   - **U/M**: EACH
   - **Qty**: 4.00
   - **Price**: $36.53
   - **Amount**: $146.12

2. **Item #**: 595642268
   - **ISBN10**: 1595642269
   - **ISBN13**: 9781595642264
   - **Description**: IRIS AND WALTER COLLECTION
   - **Manufacturer Part #**: Steps To Literacy, LLC
   - **U/M**: EACH
   - **Qty**: 1.00
   - **Price**: $30.35
   - **Amount**: $30.35

**Total Amount**: $176.47
INSTRUCTIONS PART I

THIS ORDER IS SUBJECT TO THE FOLLOWING INSTRUCTIONS, TERMS AND CONDITIONS

PLEASE BE ADVISED
This Purchase Order, when completed, is a business record of the Department of Education. Failure to follow appropriate regulations may result in disciplinary, administrative or civil action. It is a crime to knowingly make false entries on this form.

A) Transportation Charges
All transportation and any other charges must be prepaid to point of delivery unless otherwise indicated. Price on this order includes such charges.

B) Delivery
Delivery of all items is required as stated in the contract or as specified by “Notice to Deliver.” Sidewalk deliveries will not be accepted. Vendor’s agent shall place goods inside building in location designated by the principal or other authorized person, except when contract indicates special delivery instructions and such instructions are stated on the order.

C) Delivery Hours
Goods must be delivered between 9:00AM and 2:30PM, Monday through Friday, at other times, only by special arrangement.

D) Delivery Time
Orders must be completed within 30 days of order or within the time stated on the attached order.

E) Non-Delivery, Rejections or Delays
If items are not delivered within the time specified, the Director of OFO or his/her designee reserves the right to obtain such items or any part thereof from other sources via a buy-against procedure. Should the new price be greater than the contract price, the difference in cost, plus the cost of readvertisement and possible liquidated damages will be charged against the contractor. Should the new price be less, the contractor shall have no claim to the difference, but the readvertisement cost and possible liquidated damages will be charged against the contractor. Unacceptable deliveries not in conformance with contract specifications will be rejected and must be replaced by the contractor within five (5) days. Failure to replace rejected items within time stated may result in the Director of OFO or his/her designee instituting a buy-against procedure as stated above. Rejected goods left longer than thirty (30) days will be regarded as abandoned and the school shall have the right to dispose of them as its own property.

F) Packing
All items shipped must be assembled and packed in heavy duty cartons or suitably packaged as per contract requirements. Where practical, cartons shall weigh no more than 50 lbs. each.

G) Markings
Each container of multiple units, or items otherwise packaged, shall bear a label, imprint, stencil or other legible markings stating name of manufacturer or supplier; Department of Education, Purchase Order Number and/or Bid Number, and any other markings required by bid terms and conditions.

H) Delivery Packing Slip
All deliveries must be accompanied by a “VENDOR PACKING SLIP” properly prepared. The carton containing the “PACKING SLIP” must be marked “PACKING SLIP CONTAINED HEREIN.”

I) Billing Procedure
Vendor may be required to submit proof of delivery signed by an authorized Department employee at delivery site. The vendor’s customary invoice shall then be submitted to the Community School District Office or other Office indicated on the attached order. Invoices must be submitted within a reasonable time after delivery. Complaints about payments must be made in writing, within six months of delivery or within 30 days of the date an incorrect payment is warranted by the Comptroller.

J) Assignment
No assignment may be made without written consent of the Administrator of Purchasing, OFO or his/her designee and the Board of Review.

K) Sales or Excise Taxes
The City of New York is exempt from the payment of City and State Sales or Federal Excise Taxes.

L) This order is subject to all bid terms and conditions.
The contract number referenced must cover the items listed in this document. The Department of Education maintains purchase orders files in invoice number order. For this reason it is advisable that all vendors maintain a file in purchase document sequence, in order to expedite any payment inquiries the vendor might have.

INSTRUCTIONS PART II

TO CONTRACTORS WHO HAVE SUBMITTED PROPOSALS TO THE OFFICE OF BUILDING SERVICES OF THE DIVISION OF SCHOOL FACILITIES:

1. Your proposal for work or material, or both as called for in the attached specifications is accepted. You are hereby ordered to perform that work and/or supply the necessary materials at the premises indicated (on the attached) at once. The Inspection Unit of the Office of Building Services must be notified in writing immediately upon commencement of work.

2. Certificate of Compensation Insurance showing compliance with the Workers’ Compensation Law, and Certificate of Public Liability Insurance must be on file with the Contractor’s Qualification Section of the Office of Administration, Division of School Facilities prior to commencement of work. Failure to maintain this insurance may render a contractor in default.

3. This notice constitutes a contract between you and the Department of Education of the City of New York, in accordance with the Form of Contract No. 1 dated Sept. 1, 1953, on file in the Office of Administration, and any subsequent amendments thereto.

4. Bills on Official Bureau Bill Forms must be rendered within five days, after furnishing the material or completing the work.

5. Where applicable, these instructions to contractors supersede those in PART 1.
### Vendor Information

- **Vendor**: STEPS TO LITERACY
- **Attention**: 
- **Phone**: (732) 560-8363
- **Street**: P.O. BOX 6737
- **City**: BRIDGEWATER
- **State**: NJ
- **Zip Code**: 08807
- **Vendor #**: STE087000 01
- **Contract #**: 7000614
- **Fax #**: (866) 560-8699
- **Toll Free #**: 

### Delivery Information

- **Deliver To**: MANHATTAN SCHOOL CAREER DEVELOPMENT
- **Attention**: P S 751-LAU
- **Phone**: (212) 477-2090
- **Address**: 113 EAST 4TH STREET, ROOM 201
- **City**: NEW YORK
- **State**: NY
- **Zip Code**: 10003

### Special Delivery Instructions (If Any)

DELTIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.

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**Signature of Principal or authorized Department of Education official**

Date: 2/2/2009

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### Accounting Information

**Fiscal Year**: 2009

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<thead>
<tr>
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**Total Amount**: $30.30

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### Item Detail Information

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<th>Brand/Model</th>
<th>U/M</th>
<th>Qty</th>
<th>Price Per Unit</th>
<th>Amount</th>
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<tr>
<td>1) CAPTAIN UNDERPANTS</td>
<td>Steps To Literacy, LLC</td>
<td>EACH</td>
<td>1.00</td>
<td></td>
<td>$30.30</td>
<td>$30.30</td>
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**Total Amount**: $30.30
INSTRUCTIONS PART I
THIS ORDER IS SUBJECT TO THE FOLLOWING INSTRUCTIONS, TERMS AND CONDITIONS

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This Purchase Order, when completed, is a business record of the Department of Education. Failure to follow appropriate regulations may result in disciplinary, administrative or civil action. It is a crime to knowingly make false entries on this form.

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All deliveries must be accompanied by a “VENDOR PACKING SLIP” properly prepared. The carton containing the “PACKING SLIP” must be marked “PACKING SLIP CONTAINED HEREIN.”

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No assignment may be made without written consent of the Administrator of Purchasing, OFO or his/her designee and the Board of Review.

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INSTRUCTIONS PART II
TO CONTRACTORS WHO HAVE SUBMITTED PROPOSALS TO THE OFFICE OF BUILDING SERVICES OF THE DIVISION OF SCHOOL FACILITIES:

1. Your proposal for work or material, or both as called for in the attached specifications is accepted. You are hereby ordered to perform that work and/or supply the necessary materials at the premises indicated (on the attached) at once. The inspection unit of the Office of Building Services must be notified in writing immediately upon commencement of work.

2. Certificate of Compensation Insurance showing compliance with the Workers’ Compensation Law, and Certificate of Public Liability Insurance must be on file with the Contractor’s Qualification Section of the Office of Administration, Division of School Facilities prior to commencement of work. Failure to maintain this insurance may render a contractor in default.

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4. Bills on Official Bureau Bill Forms must be rendered within five days, after furnishing the material or completing the work.

5. Where applicable, these instructions to contractors supersede those in PART 1.
Vendor: STEPS TO LITERACY  
Attention:  
Phone: (732) 560-8363  
Street: P.O. BOX 6737  
City: BRIDGEWATER  
Address:  
Attention: Send Invoice To  
Vendor #: STE087000  
Contract #: 7000614  
Fax #: (866) 560-8699  

Send Invoice To: NYC DEPARTMENT OF EDUCATION  
Attention: OFFICE OF PAYABLE OPERATIONS-K  
Phone: (718) 935-2379  
Address: 65 COURT STREET, ROOM 1001  
City: BROOKLYN,  
State: NY  
Zip Code: 11201  

Deliver To: PUBLIC SCHOOL 321  
Attention: HANDMAN  
Phone: (718) 499-2412  
Address: 180 7TH AVENUE, ROOM OFFIC  
City: BROOKLYN,  
State: NY  
Zip Code: 11215  

Special Delivery Instructions (If Any): DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.  

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Signature of Principal or authorized Department of Education official  
Date: 2/2/2009  

Accounting Information  
Fiscal Year: 2009  

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Total Amount $335.79  

Item Detail Information  

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<th>Price Per Unit</th>
<th>Amount</th>
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<tbody>
<tr>
<td>1)</td>
<td>KIDS OF THE POLK STREET SCHOOL</td>
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<td>EACH</td>
<td>4.00</td>
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<td>$109.00</td>
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<td>2)</td>
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<td>EACH</td>
<td>4.00</td>
<td>$27.50</td>
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<td>3)</td>
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<td>4)</td>
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