

# Purchase Order Form

## New Mexico English Language Proficiency Assessment

December 2006



Dear Test Coordinators,

Thank you for entering your enrollments for the New Mexico English Language Proficiency Assessment (NMELPA) using the Harcourt Spectrum™ website. In an effort to provide you with the necessary test materials for the winter 2007 administration of NMELPA, Harcourt Assessment is requesting a purchase order from your district. Please review the following information and submit your purchase order on or before **December 27, 2006**.

**Invoicing:**

If the number of test materials that are scheduled to be shipped is greater than the amount of materials authorized in the purchase order, Harcourt will immediately contact the district to resolve the discrepancy. Test Coordinators must then submit an addendum or cancel the original purchase order and provide Harcourt with a revised purchase order that reflects the necessary changes by January 19, 2007. Districts will be invoiced for all materials that are scored.

Immediately following the test administration, districts will return all used and unused test materials. Harcourt will then scan and score used materials and conduct a reconciliation of all test materials.

On behalf of Harcourt, I would like to thank you for your participation. If you have any questions or concerns, please contact our Customer Service Center at 1-800-763-2306, or you may contact Erica Baltierra at 1-800-228-0752, ext. 5606.

Sincerely,

Will Bunting  
Program Manager

## Items Included In The Purchase Order Package:

Printing of Test Materials	Scanning, Editing, & Scoring
Directions For Administration (DFAs)	Production and Distribution of All Score Reports
Test Coordinators Manual (TCM)	Score Reports for Students and Parents
Cost of Shipping and Handling For Returned Materials	Score Reports for Teachers and Administrators

## Additional Information:

Description	
Purchase Order Due to Harcourt	No Later Than December 26, 2006
Addendums or Changes to Purchase Order	No Later Than January 19, 2007
Districts Receive Invoice	No Later Than June 01, 2007

**Please Note:** Districts will not receive any test materials until Harcourt has received a purchase order from the district.

**Prices and other terms:** Prices are valid through January 31, 2007 and are subject to change without further notice. Products may not be resold or distributed for any purpose.

**PLEASE RETURN THIS PAGE**  
(Retain a photocopy for your records)

**Please Fill Out The Following Information:**

**Please Print**

District Name:
District Code:
Test Coordinator:
Telephone Number:
School Shipping Address (NO P.O. BOXES):

**PLEASE RETURN THIS PAGE**  
(Retain a photocopy for your records)

District Name: \_\_\_\_\_

**REGULAR MATERIALS**

Grade	Number of Students	x	Price	=	Total Price (per grade)
K - 2		x	\$10.98	=	
3 - 5		x	\$10.98	=	
6 - 8		x	\$10.98	=	
9 -12		x	\$10.98	=	
<b>TOTAL =</b>					

**LARGE PRINT MATERIALS**

Grade	Number of Students	x	Price	=	Total Price (per grade)
K - 2		x	\$10.98	=	
3 - 5		x	\$10.98	=	
6 - 8		x	\$10.98	=	
9 -12		x	\$10.98	=	
<b>TOTAL =</b>					

# 2007 Winter NMELPA PURCHASE ORDER FORM

DATE: \_\_\_\_\_

## **FAX Your Order To:**

Erica Baltierra 1-800-228-0752, ext. 5606  
Carol Strickler 1-800-228-0752, ext. 5620  
**Fax: 1-800-500-8865 Attn: Erica Baltierra**

**Harcourt Assessment, Inc.**  
**Attn: Erica Baltierra**  
**19500 Bulverde Road**  
**San Antonio, TX 78259**

## **DIRECTIONS FOR SUBMITTING PURCHASE ORDER**

- 1) Fill in the total quantity and the total price for materials to test the NMELPA.
- 2) Retain a photocopy of this order for your records.
- 3) Fax the pages to Erica Baltierra at 1-800-500-8865.

### **Bill To:**

PLEASE PRINT

District/BIA/Charter Holder \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Email Address \_\_\_\_\_

### **Ship To: (if different from billing address)**

PLEASE PRINT

District/BIA/Charter Holder \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Email Address \_\_\_\_\_

### **Method of Payment:**

My **PURCHASE ORDER** is enclosed.

P.O. # \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date Authorized \_\_\_\_\_

Title \_\_\_\_\_

*Thank you for your order!*

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