

## **Vendors requiring contract numbers on purchase orders:**

Audio Visual (expires February 28, 2010)

B&H Photo:	245798480
Educ Resources:	26852
Global Govt/Ed Sol:	Audio Visual Equipment & Supplies Bid
Long's:	OH20081201-229
Office Max:	248945 + school code ( <b>see below</b> )
Pyramid:	AV-2009 (Unified)
School Specialty:	20082066815SS

General School, Arts & Office Supplies (expires December 31, 2010)

Office Max:	248945 + school code ( <b>see below</b> )
Pyramid:	GN-2010 (Ohio River Valley UPC)
S&S Worldwide	GN-2010
School Specialty:	2009224593SS
Triarco	09-38732

**School Codes (only for purchase orders sent to OfficeMax):**

**\*\*contact Rich Pingilley at pingilley\_r@hccanet.org for your school code**

**\*\*Place these notations on your official district purchase order if you are using the "See Attached" method.**

**OR**

**\*\*If you use Report 102, e-mail your purchase order to yourself using Rich Text instead of Adobe Acrobat. You can then type any contract references next to "Purchase Order Comments" (found on the purchase order just above Product Description).**