



GUAM PUBLIC SCHOOL SYSTEM
OFFICE OF THE SUPERINTENDENT

P.O. Box DE
Hagåtña, Guahan 96932
Telephone: (671) 300-1547/300-1536
Fax: (671) 472-5003
www.gdoe.net



Nerissa Bretania Underwood, Ph.D.
Superintendent of Education

September 29, 2010

Governor of Guam
P.O. Box 2950
Hagåtña, GU 96932

The Honorable Judith T. Won Pat, Ed. D.
Speaker, 30th Guam Legislature
155 Hesler Place
Hagåtña, GU 96910

Doris Flores Brooks
Public Auditor
Suite 401 DNA Bldg.
238 Archbishop Flores St.
Hagåtña, GU 96910

30-10-0873
Office of the Speaker
Judith T. Won Pat, Ed. D.
Date: 10/01/10
Received by: 21

Dear Governor Camacho, Speaker Won Pat and Public Auditor Brooks:

SUBJECT: Textbooks, E-Book Readers and Collateral Classroom Instructional Materials Report
4th Quarter FY 2010 (July-September 2010)

Hafa Adai! Pursuant to Public Law 30-55, Chapter II, Section 4(a) and (c) (Textbooks and Collateral Materials), transmitted is the 4th Quarter FY 2010 Lost/Damaged Textbook Report. There were no purchase orders during this reporting period for the acquisition of textbooks; however, three (3) purchase orders (attached) relative to the Request for Proposal (RFP) for the Science/Japanese Textbook Adoptions were issued. The report will be available for view on the GDOE's website at www.gdoe.net.

Should you have any questions, please do not hesitate to contact me at 475-0457.

Senseramente,

Nerissa Bretania Underwood, Ph.D.

2010 OCT 25 AM 8:53


Attachments

- cc: Chairman, Committee on Education and Community Development
- Chairman, Committee of Finance, Taxation and Commerce
- Chairman, Guam Education Policy Board
- Deputy Superintendent, Educational Support and Community Learning

GUAM DEPARTMENT OF EDUCATION
Curriculum & Instructional Improvement
Curriculum & Instruction Division
Phone: 475-0512 Fax: 472-2241

4th Quarter FY 2010 Lost/Damaged Textbook Report - PUBLIC SCHOOLS

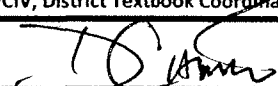
| School | Math | Fine / Practical Arts | Language Art | Science | Social Studies | Business | Health/ Consumer Family Sciences | Reading | World Language | TOTAL Lost & Damaged TxBks | Monies Collected | Receivables Due |
|------------------------|------------|-----------------------------|-----------------|------------|-------------------|----------|---|-----------|-------------------|-------------------------------------|--------------------|---------------------|
| Adacao ES | | | | | | | | | | 0 | | \$ - |
| Agana Heights ES | | | | | | | | 3 | | 3 | | \$ 120.48 |
| As Tumbo ES | 1 | | | 1 | 1 | | 1 | | | 4 | | \$ 168.72 |
| CL Taftano ES | | | | | | | | | | 0 | | |
| Carbuillido ES | | | | | | | | | | 0 | | |
| Chief Brodie ES | | | | | | | | 1 | | 1 | \$ 28.90 | |
| DL Perez ES | | | | | | | | | | 0 | | |
| FQ Sanchez ES | | | | | | | | | | 0 | | |
| Finegayan ES | | | | | | | | | | 0 | | |
| HB Price | | | | | | | | | | 0 | | |
| HS Truman ES | | | | | | | | | | 0 | | |
| Inarajan ES | | | | | | | | | | 0 | | |
| JM Guerrero ES | | | | | | | | | | 0 | | |
| JQ San Miguel ES | | | | | | | | | | 0 | | |
| LB Johnson ES | | | | | | | | | | 0 | | |
| Liguan ES | | | | | | | | | | 0 | | |
| MA Ulloa ES | | | | | | | | | | 0 | | |
| MU Lujan ES | | | | | | | | | | 0 | | |
| Machananao ES | | 16 | | | | | | | | 16 | | \$ 878.04 |
| MA Sablan ES | | | | | | | | | | 0 | | |
| Merizo ES | | | | | | | | | | 0 | | |
| PC Lujan ES | | | | 1 | | | 1 | 2 | | 4 | \$ 222.18 | |
| Ordot Chalan Pago ES | | | | | | | | | | 0 | | |
| Talofoto ES | | | | | | | | | | 0 | | |
| Tamuning ES | | | | | | | | | | 0 | | |
| Upti ES | | | | | | | | | | 0 | | |
| Wettengel ES | | | | 3 | | | 3 | | | 6 | \$ 90.29 | \$ 179.01 |
| TOTALS - ELEM | 1 | 16 | 0 | 5 | 1 | 0 | 5 | 6 | 0 | 34 | \$ 341.37 | \$ 1,346.25 |
| Agueda Johnston MS | 14 | | 15 | 4 | 6 | | 8 | | | 47 | \$ 567.15 | \$ - |
| As Tumbo MS | | | | | | | | | | 0 | | |
| FB Leon Guerrero MS | | | | | | | | | | 0 | | |
| Inarajan MS | 11 | | 2 | | 2 | | | | | 15 | | \$ 944.34 |
| Jose LG Rios MS | | | 2 | 1 | 1 | | | | | 4 | \$ 217.56 | \$ - |
| LP Untalan MS | | | | | | | | | | 0 | | |
| Oceanview MS | | | | | | | | | | 0 | | |
| VSA Benavente MS | 8 | | 8 | 13 | 17 | | 1 | 5 | | 52 | \$ 335.01 | \$ 3,110.72 |
| TOTALS - MIDDLE | 33 | 0 | 27 | 18 | 26 | 0 | 9 | 5 | 0 | 118 | \$ 1,119.72 | \$ 4,055.06 |
| George Washington HS | 2 | | | 2 | 2 | | | | | 6 | \$ 361.39 | |
| John F. Kennedy HS | | | | | | | | | | 0 | | |
| Okkodo HS | 41 | | 4 | 3 | 8 | | | | | 56 | | \$ 3,818.18 |
| Simon Sanchez HS | 290 | | 16 | 129 | 15 | | 1 | | | 451 | \$ 714.21 | \$ 23,405.38 |
| Southern HS | 12 | | 41 | 31 | 13 | 1 | | | | 98 | | \$ 6,294.34 |
| JP Torres Alternative | | | | | | | | | | 0 | | |
| TOTALS - HIGH | 345 | 0 | 61 | 165 | 38 | 1 | 1 | 0 | 0 | 611 | \$ 1,075.60 | \$ 33,517.90 |
| GDOE TOTAL | 379 | 16 | 88 | 188 | 65 | 1 | 15 | 11 | 0 | 763 | \$ 2,536.69 | \$ 38,919.21 |

| | |
|--|---|
| Prepared by: Daniel M. Camacho PCIV, District Textbook Coordinator Signature/Date:  9/29/2010 | Approved by: Evangeline Q. San Nicolas, Ed.D. Deputy Superintendent, Curriculum & Instructional Improvement Signature/Date: |
|--|---|

GUAM DEPARTMENT OF EDUCATION
Curriculum & Instructional Improvement
Curriculum & Instruction Division
Phone: 475-0512 Fax: 472-2241

4th Quarter FY 2010 Lost/Damaged Textbook Report - PRIVATE SCHOOLS

| School | Math | Fine / Practical Arts | Language Art | Science | Social Studies | Business | Health/ Consumer Family Sciences | Reading | World Language | TOTAL Lost& Damaged TxBks | Monies Collected | Receivables Due |
|---------------------------------|----------|-----------------------------|-----------------|----------|-------------------|----------|---|----------|-------------------|------------------------------------|---------------------|--------------------|
| Academy of Our Lady | | | | | | | | | | 0 | \$ - | \$ - |
| Asmuyao School | | | | | | | | | | 0 | \$ - | \$ - |
| Bishop Baumgarner Memorial | | | | | | | | | | 0 | \$ - | \$ - |
| Domincian Cath School | | | | | | | | | | 0 | \$ - | \$ - |
| Dominican Child Develop Cntr | | | | | | | | | | 0 | \$ - | \$ - |
| Evangelical Christian Acad | | | | | | | | | | 0 | \$ - | \$ - |
| Fahter Duenas Memorial School | | | | | | | | | | 0 | \$ - | \$ - |
| Guam Adventist Academy | | | | | | | | | | 0 | \$ - | \$ - |
| Infant of Prague Nrsry & Kinder | | | | | | | | | | 0 | \$ - | \$ - |
| Maria Artero Cath Pre-School | | | | | | | | | | 0 | \$ - | \$ - |
| Mercy Hghts Nrsry & Kinder | | | | | | | | | | 0 | \$ - | \$ - |
| Montessori School of Guam | | | | | | | | | | 0 | \$ - | \$ - |
| Mount Carmel Cath School | | | | | | | | | | 0 | \$ - | \$ - |
| Notre Dame Cath High School | | | | | | | | | | 0 | \$ - | \$ - |
| Pacific Christian Acad | | | | | | | | | | 0 | \$ - | \$ - |
| St Anthony Cath School | | | | | | | | | | 0 | \$ - | \$ - |
| St Francis Cath School | | | | | | | | | | 0 | \$ - | \$ - |
| St John's Episcopal School | | | | | | | | | | 0 | \$ - | \$ - |
| St Paul Christian North Campus | | | | | | | | | | 0 | \$ - | \$ - |
| St Paul Christian School | | | | | | | | | | 0 | \$ - | \$ - |
| St Thomas Aquinas High School | | | | | | | | | | 0 | \$ - | \$ - |
| San Vicente Cath School | | | | | | | | | | 0 | \$ - | \$ - |
| Santa Barbara Cath School | | | | | | | | | | 0 | \$ - | \$ - |
| Southern Christian Acad | | | | | | | | | | 0 | \$ - | \$ - |
| Temple Christian School | | | | | | | | | | 0 | \$ - | \$ - |
| TOTALS - HIGH | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$ - | \$ - |

| | |
|---|--|
| Prepared by: Daniel M. Camacho PCIV, District Textbook Coordinator | Approved by: Evangeline Q. San Nicolas, Ed.D. Deputy Supintendent, Curriculum & Instructional Improvement |
| Signature/Date:  9/29/2010 | Signature/Date: |

BUSINESS OFFICE
DEPARTMENT OF EDUCATION
GOVERNMENT OF GUAM
P.O. BOX DE
HAGATNA, GUAM 96932



PACIFIC MEDIA, INC.
DBA: PACIFIC DAILY NEWS
P.O. BOX DN
HAGATNA GU 96932

SHIP TO:

DEPUTY SUPERINTENDENT, C & I
P.O. BOX DE
HAGATNA GU 96932
(671) 475-0512

Fax Number: (671) 477-0359
7/13/10

ATTN: EVANGELINE SAN NICOLAS EP
Fax Number: (671) 472-2241

TE: REQUIRED: TIME OF DELIVERY: REQ: 000001280

| QTY | DESCRIPTION | DISCOUNT | UNIT PRICE | TOTAL |
|-----|-------------|----------|------------|-------|
|-----|-------------|----------|------------|-------|

PURCHASE ORDER ISSUED TO COVER THE COST
OF ADVERTISING SPACE FOR PUBLICATION
BLACK AND WHITE AND ONLINE.

AD SIZE 3 COLUMN BY 6 INCH
PUBLICATION FOR 2 DAYS AT \$517.75/DAY

FIRST PUBLICATION DATE:
FRIDAY, JULY 16, 2010

SECOND PUBLICATION DATE TO BE DETERMINED

24.09.12.00.26.0230.8230

ARRA STEM PROGRAM ***

24.09.12.00.26.0230.8226

ARRA STEM PROGRAM ***

COMMENCEMENT SHALL BE UPON RECEIPT OF
P.O. AND EXPIRING ON SEPTEMBER 30, 2010
OR UPON EXHAUSTION OF FUNDS WHICHEVER
OCCURS FIRST

NOTE: THE GOVERNMENT WILL NOT BE
RESPONSIBLE FOR ANY UNAUTHORIZED
SERVICES/SUPPLIES/MATERIALS PURCHASED
UNDER THIS OPEN P.O.

EXPENDITURES IN EXCESS OF THE P.O.
AMOUNT OR CHARGES MADE AFTER THE
EXPIRATION DATE WILL NOT BE HONORED.

(Continued)

TE: ALL INVOICES MUST BE CERTIFIED
and prepay all shipping and mailing charges. See important
notice on reverse side.

CHASING AUTHORITY
AN C. MAFNAS ADMINISTRATOR SUPPLY MGMT.
DO NOT INCREASE OR INCREASES IN SHIPPING COST OVER TOTAL P.O. MUST
OBTAIN FIVE PRIOR SCHOOL DISTRICT APPROVAL.
EXPEDITE PAYMENT. PLEASE ATTACH ANY OF THE FOLLOWING TO
YOUR SPECIFIC INVOICE

1. SIGNED DELIVERY RECEIPT
2. INSURANCE RECEIPT/NUMBER
3. AIR BILL, WAY BILL, BILL OF LADING

INSTRUCTION TO VENDOR

1. DO NOT overship or substitute without prior Purchasing Dept. Approval.
2. Send all invoices, certified original and one (1) copy only, to: BUSINESS OFFICE, DEPARTMENT OF EDUCATION, P.O. BOX DE, HAGATNA, GUAM 96932
3. A separate TAX FREE invoice set must be submitted for each order.
4. Claims for Freight Charges must be accompanied by receipt Freight Bill or Postal Receipt.
5. Purchase Order Number and Ship to Name must appear on all document relating to this order.

BUSINESS OFFICE
DEPARTMENT OF EDUCATION

GOVERNMENT OF GUAM
P.O. BOX DE
HAGÁTÑA, GUAM 96932

PURCHASING DEPARTMENT
APPROPRIATE AGENCIES
PACKAGES
FOR MUS
ICES
CONDEN

SHIP TO:

PACIFIC MEDIA, INC.

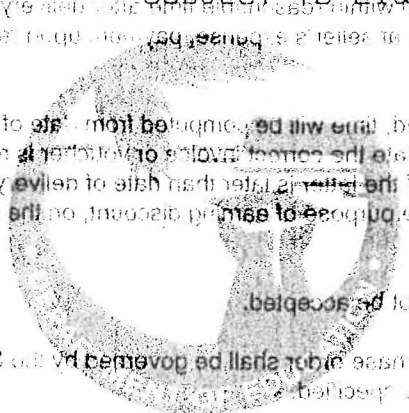
DEPUTY SUPERINTENDENT, C & I

(Continued)

| DATE: | REQUIRED: | TIME OF DELIVERY: | REQ: | |
|-------|-------------|-------------------|------------|-------|
| QTY | DESCRIPTION | DISCOUNT | UNIT PRICE | TOTAL |

TOTAL 2,071.00 *****

DOEPR 3.11.3 COMPETITION FOR SMALL
PURCHASES OF SUPPLIES OR SERVICES
BETWEEN \$500 AND \$15,000.
"ALL LATE DELIVERIES AND ACCEPTANCE
SUBJECT TO LIQUIDATED DAMAGES"



NOTE: ALL INVOICES MUST BE CERTIFIED
Please prepay all shipping and mailing charges. See important
notice on reverse side.

PURCHASING AUTHORITY
BRIAN C. MAFNAS ADMINISTRATOR SUPPLY MGMT.
PRICE INCREASE OR INCREASES IN SHIPPING COST OVER TOTAL P.O. MUST
RECEIVE PRIOR SCHOOL DISTRICT APPROVAL.
TO EXPEDITE PAYMENT. PLEASE ATTACH ANY OF THE FOLLOWING TO
YOUR SPECIFIC INVOICE.

1. SIGNED DELIVERY RECEIPT
2. INSURANCE RECEIPT/NUMBER
3. AIR BILL, WAY BILL, BILL OF LADING

INSTRUCTION TO VENDOR

1. DO NOT overship or substitute without prior Purchasing Dept. Approval.
2. Send all invoices, certified original and one (1) copy only, to: BUSINESS OFFICE, DEPARTMENT OF EDUCATION, P.O. BOX DE, HAGÁTÑA, GUAM 96932
3. A separate TAX FREE invoice set must be submitted for each order.
4. Claims for Freight Charges must be accompanied by receipt Freight Bill or Postal Receipt.
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PURCHASE ORDER

BUSINESS OFFICE
DEPARTMENT OF EDUCATION
 GOVERNMENT OF GUAM
 P.O. BOX DE
 HAGÁTÑA, GUAM 96932

IMPORTANT
 PURCHASE ORDER NUMBER M
 APPEAR ON ALL INVOICES
 PACKAGES AND CORRESPOND

SHIP TO:

| DATE: | REQUIRED: | TIME OF DELIVERY: | REQ: |
|-------|-----------|-------------------|------|
|-------|-----------|-------------------|------|

| QTY | DESCRIPTION | DISCOUNT | UNIT PRICE | TOTAL |
|-----|-------------|----------|------------|-------|
|-----|-------------|----------|------------|-------|

NOTE: ALL INVOICES MUST BE CERTIFIED
 Please prepay all shipping and mailing charges. See important notice on reverse side.

| PURCHASING AUTHORITY | INSTRUCTION TO VENDOR |
|--|--|
| <p>PRICE INCREASE OR INCREASES IN SHIPPING COST OVER TOTAL P.O. MUST RECEIVE PRIOR SCHOOL DISTRICT APPROVAL.</p> <p>TO EXPEDITE PAYMENT. PLEASE ATTACH ANY OF THE FOLLOWING TO YOUR SPECIFIC INVOICE.</p> <ol style="list-style-type: none"> 1. SIGNED DELIVERY RECEIPT 2. INSURANCE RECEIPT/NUMBER 3. AIR BILL, WAY BILL, BILL OF LADING | <ol style="list-style-type: none"> 1. DO NOT overship or substitute without prior Purchasing Dept. Approval. 2. Send all invoices, certified original and one (1) copy only, to: BUSINESS OFFICE, DEPARTMENT OF EDUCATION, P.O. BOX DE, HAGÁTÑA, GUAM 96932 3. A separate TAX FREE invoice set must be submitted for each order. 4. Claims for Freight Charges must be accompanied by receipt Freight Bill or Postal Receipt. 5. Purchase Order Number and Ship to Name must appear on all document relating to this order. |

PURCHASE ORDER

BUSINESS OFFICE
DEPARTMENT OF EDUCATION
GOVERNMENT OF GUAM
P.O. BOX DE
HAGÁTÑA, GUAM 96932

IMPORTANT
PURCHASE ORDER NUMBER MUST
APPEAR ON ALL INVOICES
PACKAGES AND CORRESPONDENCE

SHIP TO:

DATE: REQUIRED: TIME OF DELIVERY: REQ:

| QTY | DESCRIPTION | DISCOUNT | UNIT PRICE | TOTAL |
|-----|-------------|----------|------------|-------|
|-----|-------------|----------|------------|-------|

[Faint, mostly illegible text, likely bleed-through from the reverse side of the document. Some words like "AND BIRTH" and "UPON" are partially visible.]

*Rec'd by: S. WATSON
9/25/10*

NOTE: ALL INVOICES MUST BE CERTIFIED
Please prepay all shipping and mailing charges. See important
notice on reverse side.

| PURCHASING AUTHORITY | INSTRUCTION TO VENDOR |
|---|--|
| <p>PRICE INCREASE OR INCREASES IN SHIPPING COST OVER TOTAL P.O. MUST RECEIVE PRIOR SCHOOL DISTRICT APPROVAL TO EXPENSE PAYMENT. PLEASE ATTACH ANY OF THE FOLLOWING TO YOUR SPECIFIC INVOICE.</p> <ol style="list-style-type: none"> 1. SIGNED DELIVERY RECEIPT 2. INSURANCE RECEIPT/NUMBER 3. AIR BILL, WAY BILL, BILL OF LADING | <ol style="list-style-type: none"> 1. DO NOT overship or substitute without prior Purchasing Dept. Approval. 2. Send all invoices, certified original and one (1) copy only, to: BUSINESS OFFICE, DEPARTMENT OF EDUCATION, P.O. BOX DE, HAGÁTÑA, GUAM 96932 3. A separate TAX FREE invoice set must be submitted for each order. 4. Claims for Freight Charges must be accompanied by receipt Freight Bill or Postal Receipt. 5. Purchase Order Number and Ship to Name must appear on all document relating to this order. |

PURCHASE ORDER

BUSINESS OFFICE
DEPARTMENT OF EDUCATION
 GOVERNMENT OF GUAM
 P.O. BOX DE
 HAGÁTÑA, GUAM 96932

IMPORTANT
 PURCHASE ORDER NUMBER MUST
 APPEAR ON ALL INVOICES,
 PACKAGES AND CORRESPONDENCE

PACIFIC MEDIA, INC.
 DBA: PACIFIC DAILY NEWS
 P.O. BOX DN
 HAGATNA GU 96932

SHIP TO: DEPUTY SUPERINTENDENT, C & T
 P.O. BOX DE
 HAGATNA GU 96932
 (671) 475-0512

Phone Number: () 477-0359
 3/22/10

ATTN: PCIV DANIEL CAMACHO
 Fax Number: (671) 472-3241

000001260

| DATE: | REQUIRED: | TIME OF DELIVERY: | REQ: |
|-------|-----------|-------------------|------|
|-------|-----------|-------------------|------|

| QTY | DESCRIPTION | DISCOUNT | UNIT PRICE | TOTAL |
|-----|-------------|----------|------------|-------|
|-----|-------------|----------|------------|-------|

12.10.11.00.10.0230.0050

PUBLICATION OF DOE RFP TITLED:

DEVELOP AND PROVIDE TRAINING SPECIALIZING IN THE EVALUATION AND SELECTION OF EDUCATIONAL TEXTBOOKS FOR ADOPTION.
 AD SIZE: 2HA, BLACK AND WHITE
 AND OPTION 2 1207.00 1 DAY ONLY

COMMENCEMENT SHALL BE UPON RECEIPT OF FUND AND EXPIRES SEPTEMBER 30, 2010 OR UPON EXHAUSTION OF FUNDS WHICHEVER OCCURS

NOTE: THE GOVERNMENT WILL NOT BE RESPONSIBLE FOR ANY UNANTICIPATED SUPPLIES, MATERIALS/SERVICES PURCHASED UNDER THIS OPEN PURCHASE.

EXPENDITURES IN EXCESS OF THE P.O. AMOUNT OR CHARGES MADE AFTER THE EXPIRATION DATE WILL NOT BE HONORED.

TOTAL 123.50

DOEPR 1.11.3 SMALL PURCHASES OF \$500.00 OR LESS
 *ALL LATE DELIVERIES AND ACCEPTANCE

NOTE: ALL INVOICES MUST BE CERTIFIED
 Please prepay all shipping and mailing charges. See important notice on reverse side.

| | |
|--|---|
| PURCHASING AUTHORITY BRIAN C. MAFNAS, ADMINISTRATOR, SUPPLY MGMT. | INSTRUCTION TO VENDOR |
| PRICE INCREASE OR INCREASES IN SHIPPING COST OVER TOTAL P.O. MUST RECEIVE PRIOR SCHOOL DISTRICT APPROVAL. TO EXPEDITE PAYMENT. PLEASE ATTACH ANY OF THE FOLLOWING TO YOUR SPECIFIC INVOICE. <ol style="list-style-type: none"> SIGNED DELIVERY RECEIPT INSURANCE RECEIPT/NUMBER AIR BILL, WAY BILL, BILL OF LADING | <ol style="list-style-type: none"> DO NOT overship or substitute without prior Purchasing Dept. Approval. Send all invoices, certified original and one (1) copy only, to: BUSINESS OFFICE, DEPARTMENT OF EDUCATION, P.O. BOX DE, HAGÁTÑA, GUAM 96932 A separate TAX FREE invoice set must be submitted for each order. Claims for Freight Charges must be accompanied by receipt Freight Bill or Postal Receipt. Purchase Order Number and Ship to Name must appear on all document relating to this order. |

PURCHASE ORDER

BUSINESS OFFICE
DEPARTMENT OF EDUCATION
 GOVERNMENT OF GUAM
 P.O. BOX DE
 HAGÁTÑA, GUAM 96932

Page 2
IMPORTANT
 PURCHASE ORDER NUMBER MUST
 APPEAR ON ALL INVOICES
 PACKAGES AND CORRESPONDENCE

PACIFIC MEDIA, INC.

SHIP TO:

DEPARTMENT OF EDUCATION, P.O. BOX DE

(Continued)

| DATE: | REQUIRED: | TIME OF DELIVERY: | REQ: |
|-------|-------------|-------------------|------------|
| QTY | DESCRIPTION | DISCOUNT | UNIT PRICE |
| TOTAL | | | |

SUBJECT TO LIQUIDATED DAMAGES

NOTE: ALL INVOICES MUST BE CERTIFIED
 Please prepay all shipping and mailing charges. See important
 notice on reverse side.

| | |
|--|--|
| PURCHASING AUTHORITY <i>BM</i> BRIAN C. MAFNAS, ADMINISTRATOR, SUPPLY MGMT. | INSTRUCTION TO VENDOR |
| PRICE INCREASE OR INCREASES IN SHIPPING COST OVER TOTAL P.O. MUST RECEIVE PRIOR SCHOOL DISTRICT APPROVAL. TO EXPEDITE PAYMENT. PLEASE ATTACH ANY OF THE FOLLOWING TO YOUR SPECIFIC INVOICE. | <ol style="list-style-type: none"> 1. DO NOT overship or substitute without prior Purchasing Dept. Approval. 2. Send all invoices, certified original and one (1) copy only, to: BUSINESS OFFICE, DEPARTMENT OF EDUCATION, P.O. BOX DE, HAGÁTÑA, GUAM 96932 3. A separate TAX FREE invoice set must be submitted for each order. 4. Claims for Freight Charges must be accompanied by receipt Freight Bill or Postal Receipt. 5. Purchase Order Number and Ship to Name must appear on all document relating to this order. |
| <ol style="list-style-type: none"> 1. SIGNED DELIVERY RECEIPT 2. INSURANCE RECEIPT/NUMBER 3. AIR BILL, WAY BILL, BILL OF LADING | |