



# Order No : PO467699 -Learning Tree International

Issued on Thu, 01 Aug, 2013

**Supplier:**

LEARNING TREE INTERNATIONAL  
 1831 Michael Faraday Drive  
 Reston, VA 20190-  
 United States  
 Phone: 1703.925.5632  
 Fax: 1  
 Contact: CHARLES VOAS

**Ship To:**

MLK Library - Human Resources  
 901 G Street, NW; Room 423  
 Washington, DC 20001  
 United States

**Bill To:**

DC Public Library - Chief Financial Officer  
 901 G Street NW Room 441  
 Washington, DC 20001  
 United States  
 Phone: 1(202) 727-1198

**Deliver To:**

Jacqueline Ceasar

Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
1	The recommended training will enable the ...	31015	each	11,375	Fri, 19 Jul, 2013	\$1.00USD	\$11,375.00USD
The recommended training will enable the employees to keep abreast with latest technology developments and foster the Office of Information Technology's mission of advancing lifelong learning through information technology.							
If used in conjunction with a contract award, purchase order is placed in accordance with all provisions of Contract Number: na Bill To Contact: Accounts Payable Requester: Jacqueline Ceasar Form: Delivery Date: Fri, 19 Jul, 2013 PR No.: RQ813683							
<b>Total</b>							<b>\$11,375.00USD</b>

## Comments

- COMMENT by arlbssystem on Thursday, August 1, 2013 at 10:09 AM  
 ALL INVOICES SHALL BE SUBMITTED TO THE 'BILL TO' ADDRESS INDICATED ON THIS PURCHASE ORDER. INVOICES SHALL INCLUDE THE PURCHASE ORDER NUMBER, CONTRACT NUMBER (IF APPLICABLE), CONTRACTOR'S NAME AND ADDRESS, INVOICE DATE, QUANTITY AND DESCRIPTION OF GOOD(S) OR SERVICE(S) FOR WHICH PAYMENT IS BEING REQUESTED.

REMITTANCE ADDRESS, AND CONTACT PERSON NAME AND PHONE NUMBER IF THERE IS A PROBLEM WITH THE INVOICE. INVOICES FOR QUANTITIES OR AMOUNTS GREATER THAN WHAT IS STATED ON THE PURCHASE ORDER WILL BE REJECTED. FAILURE TO FOLLOW THESE INSTRUCTIONS MAY RESULT IN DELAYS IN PAYMENT. (aribasystem, Thu, 01 Aug, 2013)

- COMMENT by **aribasystem** on *Thursday, August 1, 2013 at 10:09 AM*  
FOB is Destination unless specified otherwise (aribasystem, Thu, 01 Aug, 2013)
- COMMENT by **aribasystem** on *Thursday, August 1, 2013 at 10:09 AM*  
\*\*\*\*GOVERNMENT OF THE DISTRICT OF COLUMBIA STANDARD CONTRACT PROVISIONS FOR USE WITH THE DISTRICT OF COLUMBIA GOVERNMENT SUPPLY AND SERVICES CONTRACTS (July 2010) ARE HEREBY INCORPORATED BY REFERENCE. WWW.OCP.DC GOV\*\*\*\*\* (aribasystem, Thu, 01 Aug, 2013)