

# Everett Public Schools AP Summer Institute 2021 Purchase Order Request



PO Box 2098, Everett, WA 98213  
www.everettsd.org

**APSI Location:** Online Via Zoom and Canvas

☎ 425-385-2774 | ✉ [APSI@everettsd.org](mailto:APSI@everettsd.org) | 🌐 <http://www.everettsd.org/apsi>

**Dates of Training: August 16-19, 2021 | 8:00 a.m. - 4:00 p.m.**

**PLEASE REGISTER THROUGH CVENT ONLINE PRIOR TO SUBMITTING A PURCHASE ORDER REQUEST FORM**

<https://eventreg.collegeboard.org/d/nbj93/>

## DISTRICT AND SCHOOL INFORMATION

DISTRICT	SCHOOL	PHONE	
ADDRESS	CITY	STATE	ZIP

### **Registration Fees**

\$550 through June 26, 2021

\$600 after June 26, 2021 (late registration)

COURSE NAME	DATE OF REGISTRATION
-------------	----------------------

1. What is the registrants Cvent registration confirmation number? \_\_\_\_\_

2. What is the registered person's first and last name? \_\_\_\_\_

### **PAYMENT INFORMATION**

**Purchase Order #** \_\_\_\_\_ Fax or email this purchase order request worksheet and a copy of the purchase order to **Jessica Knight, On-time Graduation. Fax:(425) 385-4052 or Email: APSI@everettsd.org.**

**Check #** \_\_\_\_\_ Mail check and completed purchase order request worksheet to:  
**Everett Public Schools, PO Box 2098, Everett, WA 98213 | Attention: Jessica Knight, On-time Graduation.**

**\*Copy of purchase order MUST accompany this worksheet for payment to be applied.**

**Cancellation policy:** A full refund of tuition paid will be made if written cancellation is received by July 13, 2021. Written cancellations received between July 14 to August 7, 2021, are subject to a \$100 late fee. After August 7, 2021, no refunds will be issued for cancellations or no-shows.

Contact for Payment: Whom may we contact with questions about payment?

FIRST & LAST NAME	PHONE	EMAIL
-------------------	-------	-------