

PAYEE SHOULD DETACH STUB AND  
DEPOSIT VOUCHER AT ONCE

WAKE COUNTY PUBLIC SCHOOL SYSTEM  
**General Expense Fund**  
110 Corning Road, Cary, N.C. 27518

DATE  
25-Sep-19

CHECK NO  
986624

DATE	INVOICE	GROSS	DISCOUNT	NET
DESCRIPTION				
08-JUL-19 222400	1774	10,000.00	.00	10,000.00

WELL FARGO BANK, N.A.  
RALEIGH NC 27611

FISCAL CONTROL ACT.

11-24  
1210

**General Expense Fund**  
WAKE COUNTY PUBLIC SCHOOL SYSTEM  
110 Corning Road, Cary, N.C. 27518

CHECK NO  
**986624**

THIS DISBURSEMENT HAS BEEN APPROVED  
AS REQUIRED BY THE SCHOOL BUDGET AND  
FISCAL CONTROL ACT.

**PAY** Ten Thousand And No/100 Dollars

void after one year

**TO THE ORDER OF**

EDUCATION ELEMENTS, INC  
PO BOX 841534  
DALLAS, TX 75284-1534

DATE  
25-Sep-19

CHECK AMOUNT  
\$\*\*\*\*\*10,000.00





WAKE COUNTY PUBLIC SCHOOL SYSTEM  
1551 ROCK QUARRY ROAD  
RALEIGH, NC 27610-4145

**PURCHASE ORDER**

**222400**

Page 1 of 1

INVOICE  
TO

WAKE COUNTY PUBLIC SCHOOL SYSTEM  
ACCOUNTING DEPARTMENT  
110 CORNING ROAD  
CARY, NC 27518

**PAYMENT TERMS**  
Net 30

**PO REVISION**  
0

CORRECT PURCHASE ORDER AND  
STOCK NUMBERS MUST APPEAR  
ON ALL PACKAGES, INVOICES,  
SHIPPING PAPERS AND  
CORRESPONDENCE. PACKING  
SLIPS MUST ACCOMPANY ALL  
SHIPMENTS. CONDITIONS AND  
BILLING INSTRUCTIONS ON  
REVERSE.

TO

EDUCATION ELEMENTS, INC  
999 SKYWAY RD, SUITE 325  
SAN CARLOS, CA 94070

**RECEIVED**

SEP 20 2019

**ACCTG.**

SHIP  
TO

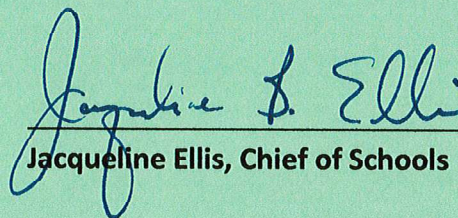
Eastern Wake County  
Crossroads I, 5625 Dillard Drive  
Cary, NC 27518

DATE	FOB	FREIGHT TERMS	FOR QUESTIONS REGARDING THIS ORDER CONTACT
22-JUL-19	Destination	Prepaid	Gooding, Petra, pgooding@wcpss.net 919-588-3456 EXT. 83456

WCPSS Deliver To Only: Savage, Mr. Mark Henry

Eastern Wake Cty (MARK SAVAGE)

LINE	WCPSS ITEM NO	WCPSS ACCOUNT CODE ITEM DESCRIPTION	QTY	UOM	UNIT PRICE	AMOUNT
1		02.5110.801.312.0127.0806.000 DESIGN & DELIVERY OF A PROFESSIONAL DEVELOPMENT WORKSHOP ON AUGUST 19, 2019	10000	Dollar	1.00	

  
Jacqueline Ellis, Chief of Schools

9/18/19  
Date

**RECEIPT KEYED**

SEP 23 2019

**DENITA PURSER**

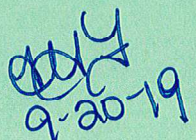
  
BUDGET MANAGER'S SIGNATURE Certifying Receipt  
and that all regulations set forth by the Finance  
Manual and Board Policy were followed

9.17.19  
DATE  
9/17/19  
DATE

PARTIAL  
☐

FINAL  
☒

MATERIAL RECEIVING REPORT

  
9-20-19



Education Elements, Inc.  
NEW PAYMENT ADDRESS:  
PO Box 841534, Dallas, TX  
75284-1534  
(650)517-3601  
receivables@edelements.com



## INVOICE

### BILL TO

Wake County Public School  
System  
201 N Rogers Ln,  
Raleigh, NC 27610

INVOICE # 1774

DATE 07/08/2019

DUE DATE 08/07/2019

TERMS Net 30

DESCRIPTION	AMOUNT
Professional Services per Agreement signed 7/1/19 Rogers Lane - 1 day Onsite Workshop Inv 1 of 1	10,000.00

\*\*PLEASE NOTE THAT OUR ADDRESS  
FOR PAYMENTS HAS CHANGED\*\*

BALANCE DUE

**\$10,000.00**

Please remit all payments to:  
Education Elements, Inc.  
PO Box 841534  
Dallas, TX 75284-1534

**RECEIVED**

SEP 17 2019

Eastern Area  
Superintendent's Office

PAID

Type of Contract:

Service Agreement: Version 1, 2, or 3

**WAKE COUNTY PUBLIC SCHOOL SYSTEM**

**Contract Routing Form 1950**

Fiscal Year (FY): 2019-20

Person to Call for Pick up: Debra Poole Phone: (919) 533-7142

Name of Contract: Education Elements, Inc.

If Change Order - (Amount +/-): \_\_\_\_\_ Total Contract Amount: \$ 10,000.00

Board Action: (Required at \$100,000) ☐ Yes ☒ No Board Meeting Date: \_\_\_\_\_

Budget Code: 02.5110.801.312.0127.0806.000

Items of Special Note: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**To be completed by the School or Department required for all contracts \$2,500 and up  
INITIAL/DATE THIS FORM AFTER YOU HAVE REVIEWED AND APPROVED THE ATTACHED CONTRACT:**

Initial Date

Administrator (\$2,500 - \$9,999 and All MOAs)

Fiscal Administrator (\$2,500 and up and all MOAs)

Assistant Superintendent or Area Superintendent  
(\$10,000 - \$99,999 and all MOAs)

Chief Officer (\$100,000+ and All MOAs)

[Signature] 8/22/19  
[Signature] 8/20/19  
[Signature] 8/26/19

**To be completed by the Administrative Services required for all contracts \$2,500 and up**

Initial Date

Risk Management (Insurance Review)

Finance Officer \*

Chief Operating Officer (Required at \$100,000 +)

School Board Attorney

(As required by the Chief Officer or Superintendent)

Comments:

\* Decision prior to approved contract and w/o NCPS contract  
is not permissible! Please route first then obtain  
signature 8/22/19

\* "This instrument has been preaudited in the manner required by the School Budget and Fiscal Control Act."  
G.S. 115C-441(a).

FIN 22436