



## Purchase Order Registration Form

Please follow these steps to complete your registration:

1. **Register for an account online at [www.primaryconcepts.com](http://www.primaryconcepts.com).**
2. Print, fill out, and sign this form. If you are already registered online, use your current email address and password. Please provide again so we can verify it is set up properly.
3. Fax this form to us at 510-527-8760, together with a signed authorization letter on school or district letterhead requesting an online account. This letter should be signed by the principal or assistant principal of a school, or the head of the Purchasing Department or other similar district official. Include a copy of your tax-exempt certificate, if applicable.
4. Once we have verified your information and processed your request, we will e-mail you a Notice of Registration. Please check your spam folder if you don't hear back.
5. For future orders, simply log in, and choose the "Purchase Order" payment option each time you check out.

\*Required Field

First Name\* \_\_\_\_\_ Last Name\* \_\_\_\_\_

User Name\*(User Name MUST be an email address) \_\_\_\_\_

Create a password \* \_\_\_\_\_

Customer Number \_\_\_\_\_

### Shipping

School District name\* \_\_\_\_\_

Shipping Address\* \_\_\_\_\_

City\* \_\_\_\_\_ State\* \_\_\_\_\_ ZipCode\* \_\_\_\_\_

### Billing

School District Name\* \_\_\_\_\_

Billing Address\* \_\_\_\_\_

City\* \_\_\_\_\_ State\* \_\_\_\_\_ ZipCode\* \_\_\_\_\_

Direct Phone Number\*(we will not use for sales) \_\_\_\_\_

Purchasing Phone Number \_\_\_\_\_ Fax\* \_\_\_\_\_

Tax-Exempt Number, if applicable \_\_\_\_\_

I affirm that I have the actual authority to submit online purchase orders on behalf of my school or district, or that someone with such authority has delegated their authority to me. I also represent that the information above is true and accurate to the best of my knowledge. I acknowledge that Primary Concepts may hold me personally liable for any transactions submitted with my authorization in the event that I do not possess the authority to submit online purchase orders on behalf of the school or district, or in the event that this application is in any way fraudulent.

Signature \_\_\_\_\_ Date \_\_\_\_\_