



2022–23 Initial ELPAC Administration and Scoring Training Binder Order Form

English Language Proficiency Assessments for California (ELPAC) training binders may be ordered only by an individual who has completed training at a state-sponsored Administration and Scoring Training and has been certified as an ELPAC trainer. Orders may be emailed ahead of the purchase order; however, materials will not be shipped until a valid purchase order has been received. Materials may also be purchased by credit card by filling out page two of this form. Allow two to three weeks for processing and shipping.

Shipping Contact Name: _____

Order Date: _____

Shipping Address: _____

Local Educational Agency: _____

Shipping City, State, ZIP Code: _____

Billing Address: _____

Phone: _____

Billing City, State, ZIP Code: _____

Email: _____

Purchase Order Number: _____

Trainer Name: _____

Date Materials Needed: _____

Item #	Description	Quantity	Unit Price	Line Total (Qty × Price)
2022–1A	Administration and Scoring Training Binder This item includes tabs, a cover and spine, and all binder sections.		\$31.00	
2022–1B	Administration and Scoring Training Binder (No Binder) This item includes tabs, a cover and spine, and all binder sections. The three-ring binder is not included.		\$29.00	

Subtotal: \$ _____

Approximately 10 Percent for Shipping and Handling (\$12.00 minimum): _____

\$ Sales Tax (based on ZIP code of shipping address): \$ _____

TOTAL: \$ _____

Send the completed order form and purchase order to:

Charlene Evangelista
Sacramento County Office of Education
P.O. Box 269003
Sacramento, CA 95826-9003
Phone: 916-228-2671 cevangelista@scoe.net

Authorized by _____

Date _____



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Credit Card Purchases

Complete the form on the front side of this page. Enter “Credit Card” on the *Purchase Order Number* field on page one. Only MasterCard and VISA cards are accepted. A receipt will be emailed to the address listed on this form.

Complete the information requested next and email Charlene Evangelista at cevangelista@scoe.net.

Cardholder Name (as it appears on the credit card):

Billing Address:

City:

State:

ZIP Code:

Email Address:

Card Number:

Expiration Date:

Cardholder Signature:
