



DUNCANVILLE ISD

Writing success stories, one student at a time.

Justification for Expenditure Prior to Approval

Staff Name	Vendor	Amount
Karen Cothran	College Board	\$ 67,800.00
Date(s) goods/services rendered or received	Account Code	
05/27/2025	199 E 11 6339 00 001 0 11 000	
Activity	Students take Advanced Placement at the conclusion of the course.	

As per the Duncanville ISD Staff Handbook and Board Policy CH Local:

All requests for purchases must be submitted to the purchasing department on an official district purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse staff members or assume responsibility for purchases made without authorization.

Please explain why the expense was received prior to purchase order.

Enrollment in Advanced Placement (AP) courses fluctuates throughout the school year, and late fees depend on when students submit their payments. Additionally, the school is charged a fee for any student who does not sit for the exam. The final bill is not received until the end of the three-week testing window in late May, so total costs cannot be determined until all exams have concluded.

Staff's Signature:

Date: 06/05/2025

Budget Owner Signature:

Date: 9 June 2025

Director of Purchasing:

Date: 7-9-2025

Supervising SLT Leader
(required if 2nd incident):

Date: 7-10-25

Chief Financial Officer
(required if 2nd incident):

On behalf of CFO

Date: 07/10/2025

Notes
(Purchasing Dept only)

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DUNCANVILLE ISD PURCHASE \$50,000 OR MORE REQUEST FORM

Duncanville High School - Testing
(Campus/Department Name)

5/30/2025
(Date Submitted)

Purchase Description (Goods, Services, Products, Quantity)

Payment for tests ordered and taken for Advanced Placement. A Total of 1187 students sat for 1336 AP exams with a payment of \$67,880. We will receive \$34,059.30 from Total Registration, our payment collection agency for AP testing.

How will goods/services purchased be used? Advanced Placement Exams

Who is the vendor? College Board

Total amount of purchase: \$ \$67,800.00

Is the vendor a member of a cooperative? BuyBoard, TCPN, EPCNT, etc. YES or NO

If so, which cooperative(s)? _____

How will this purchase be paid for? (Give account code) _____

Will federal funds be used YES or NO

APPROVALS:

Bryan Byrd
(Principal/Department Signature)

Date: 26 June 2025

[Signature]
(Chief of Schools or Chief Academic Officer Signature)

Date: 7/7/25

(CFO/Accounting Signature)

Date: _____

(Federal Programs Signature)

Date: _____

(CTO Signature)

Marques Lewis
(Purchasing Signature)

Date: _____

Date: 7-9-2025



Customer Number 102052
AI Code 442085
Invoice # A261020521
Date 05/27/2025
Terms Upon Receipt
PO Number
Admin Year AP2025

Bill To
Duncanville High School 900 W Camp Wisdom Rd Duncanville, TX 75116 United States of America
ATTN: Karen Cothran Email: kcothran@duncanvilleisd.org

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Used AP Examinations	1336	\$90.00	\$120,240.00
AP Late Order Fee Surcharge	42	\$40.00	\$1,680.00
AP Late-Testing Fee Surcharge	1	\$40.00	\$40.00
AP Unused Examination or Cancellation Fee	91	\$40.00	\$3,640.00
AP College Board Fee Reduction - Non-Capstone	900	-\$37.00	-\$33,300.00
TX subsidy for fee-reduced students	900	-\$27.00	-\$24,300.00
AP25 Psychology Unused Exam Adjustment	3	-\$40.00	-\$120.00
SUB-TOTAL			\$67,880.00
SHIPPING & HANDLING			\$0.00
TAX			\$0.00
NET TOTAL			\$67,880.00
CREDITS			\$0.00
PAYMENTS			\$0.00
CURRENT NET BALANCE			\$67,880.00

Customer Number: 102052

Invoice # A261020521

Invoice Total: \$67,880.00

You must reference your invoice number when submitting the payment.

Checks should be payable to "College Board" and made payable in US dollars drawn on a US Bank.

College Board
P.O. Box 30171
New York, NY 10087-0171
Federal Tax ID: 13-1623965

Balance Due:	\$67,880.00
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Please make checks payable to "College Board"
For questions, contact Customer Service at:
Phone: 877-274-6474 Email: apexams@info.collegeboard.org