



Educational Services * Credential Office * 1029 J Street, Suite 500
Sacramento, CA 95814

Request for Purchase Order Form for ACSA Credential PROGRAM Fees

This is a request for a purchase order for enrollment in the ACSA Clear Administrative Credential Program (CACP) for the candidate listed below. This form indicates the employer agrees to pay \$1,000.00 each year of the two-year program for a total of \$2,000.00. The first payment for YEAR ONE is due September 15, 2021. The second payment for YEAR TWO is due September 15, 2022 and no later than September 30, 2022. *This request is for ACSA Clear Administrative Credential Program fees only. There are additional fees for ACSA credential coaching services which are determined by each local program.*

Candidate Name

Candidate Phone Number

Payment Information for ACSA Credential Program Fees Year One and Year Two

Purchase Order:

- Please provide a purchase order each year in the amount of \$1,000.00
- Forward the purchase order to credentialing@acsa.org
- Make the purchase order payable to: **Foundation for Educational Administration or FEA**

Check:

- Please forward a check with each year in the amount of \$1,000.00 payable to:
Foundation for Educational Administration or FEA

Mail:

ACSA
Attn: Credential Office
1575 Bayshore Highway, Suite 300
Burlingame, CA 94010

Contact Information for Employer Representative Authorized to Make Payment

Representative Name Authorized to Make payment

Representative's Position

District, County or LEA Name

Representative's Phone Number

Representative's Signature

Representative's Email

Retain a copy of this form for your records and reference.