



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, check, or credit card payment 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 December 15, 2020. The second payment for YEAR TWO is due December 15, 2021 and no later than December 30, 2021. *This request is for ACSA Clear Administrative Credential Program fees only. There are additional fees for ACSA credential coaching services 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](mailto:credentialing@acsa.org)
- Make the purchase order payable to:

**FEA or Foundation for Educational Administration**

**Check:** Please forward a check each year in the amount of \$1,000 payable to:  
**FEA or Foundation for Educational Administration**

### 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 Phone Number

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Representative E-mail

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