

## READY FOR RIGOR™ ALL ACCESS RESOURCE LIBRARY

### Pay By Purchase Order Instructions

Thank you for your interest in registering for this summer's Ready for Rigor™ All Access Resource Library.

We are happy to help you register by purchase order.

1. Start by processing your registration on our website [here](#).
2. Once complete, you will receive a confirmation email and an invoice, please share the invoice with your admin to generate the purchase order.
  - a. This confirmation email will be titled *"Payment Pending - Your registration for Ready for Rigor™ All Access Resource Library."*
3. You can use the invoice to have a purchase order generated by your school.
4. As part of the registration process, you will receive a W9 form from Zaretta Hammond | Transformative Learning Solutions. This will be sent to the email address you provided upon registration.
5. If your district needs to add Ms. Hammond | Transformative Learning Solutions LLC as a vendor, please send us the vendor paperwork **immediately** for timely processing.
6. Purchase orders should be sent to [support@crtandthebrain.com](mailto:support@crtandthebrain.com). Given the time of the school year, we regretfully cannot accept new purchase order requests after June 15th at 6 PM Eastern Time to ensure your district has adequate time for processing before the end of the academic year.
7. In order to gain full access, , we must receive your purchase order or payment (*by check, either through mail or online*) no later than July 15, 2025 at 6 PM Eastern Time.
8. Once we receive the official purchase order from your school district, your participants will be officially registered for the all access resource library and receive a confirmation email.