

ACTIVITY NO	DATE	PURCHASE ORDER NO.
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**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**DELIVER TO:** \_\_\_\_\_

**GENTLEMEN:** Being governed by instructions hereon, please enter our order for the following:

QUANTITY	DESCRIPTION		UNIT	UNIT PRICE	AMOUNT

DATE REQUIRED	DISCOUNT TERMS	VIA	SIGNATURE OF AUTHORIZED REPRESENTATIVE
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**BILLING INSTRUCTIONS**

- A. Separate invoices must be rendered for each order.
- B. Do not pack invoice with merchandise; mail under separate cover.
- C. Transportation charge, when applicable, must be added to invoice.
- D. Full name and address of this activity and Purchase Order No. must appear on all documents accompanying or have reference to delivery of this order.
- E. SEE REVERSE OF THIS SHEET FOR OTHER INSTRUCTIONS.

**NOTE: NONCOMPLIANCE WITH THESE INSTRUCTIONS WILL RESULT IN RETURN OF INVOICE AND DELAY PAYMENT.**

**NOTE: NOTIFY US IMMEDIATELY IF UNABLE TO COMPLETE ORDER BY REQUIRED DATE.**

GENERAL PROVISIONS OF PURCHASE

1. LATE DELIVERY. This activity reserves the right to refuse to accept delivery of any part of this order not received on or before the required date of delivery.
2. TAXES. This purchase is not subject to State or local taxes.
3. INSPECTION. Inspection will be made after delivery at the destination specified herein. Any merchandise not in conformity with the specifications will be rejected and any expense arising therefrom will be borne by the supplier.
4. BACK ORDERS. Merchandise on back order shall be shipped prepaid at the expense of the supplier, if the multiple shipment will result in a total transportation cost higher than the transportation cost of one single shipment. This paragraph shall not apply if shipments are specified on face hereof to be made via parcel post.
5. OBLIGATION. Any claims or liabilities created by this purchase order are the exclusive responsibility of the nonappropriated fund supporting the requesting activity. This purchase order shall not be construed to obligate any appropriated funds of the United States in any way.
6. DISPUTES. (a) Except as otherwise provided in this contract, any dispute concerning a question of fact arising under this contract which is not disposed of by agreement shall be decided by the Contracting Officer, who shall reduce his decision to writing and mail or otherwise furnish a copy thereof to the Contractor. The decision of the Contracting Officer shall be final and conclusive unless within 30 days from the date of receipt of such copy, the Contractor mails or otherwise furnishes to the Contracting Officer a written appeal addressed to the Secretary. The decision of the Secretary or his duly authorized representative for the determination of such appeals shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, or capricious, or arbitrary, or so grossly erroneous as necessarily to imply bad faith, or not supported by substantial evidence. In connection with any appeal proceeding under this clause, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final decision of a dispute hereunder, the Contractor shall proceed diligently with the performance of the contract and in accordance with the Contracting Officer's decision.  
(b) This "Disputes" clause does not preclude consideration of law questions in connection with decisions provided for in paragraph (a) above: Provided, That nothing in this contract shall be construed as making final the decision of any administrative official, representative, or board on a question of law.
7. DISCRIMINATION CLAUSE. Each purchase over \$10,000 will comply with the requirements of Executive Order No. 10925 of March 6, 1961 as amended and the rules, regulations and relevant orders of the President's Committee on Equal Employment Opportunity created thereby.



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RECEIVING CLERK

RECEIVED AND FOUND SATISFACTORY AND ACCEPTED:	DATE
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MARKED FOR:	STOREROOM	DEPARTMENT
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SIGNATURE AND PRINTED NAME OF PERSON RECEIVING MATERIAL:

BOOKKEEPER

THE BILLING IS CORRECT:	PAID BY CHECK NO.	DATE PAID	AUTHENTICATED BY (Initials)
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