

STOW-MUNROE FALLS CITY SCHOOL DISTRICT

4350 Allen Road

Stow, OH 44224

330-689-5445 330-688-1629 FAX

Representing the Communities of Stow and Munroe Falls

Office of the Treasurer

Patrick Goclano, Treasurer

January 16, 2023

Notice to Vendor regarding acceptance of this purchase order/contact

By accepting this purchase order, the vendor agrees, that this is a legally binding contact and prices listed may not be increased without prior authorization. Below are the terms and conditions that are in effect for invoice payment associated with this purchase. Please pay attention to these conditions as they may differ from past practices.

IF THE FOLLOWING CONDITIONS ARE NOT MET, THIS ORDER MY BE VOID

1. We will not pay more than amount of the Purchase Order.
2. If prices on this Purchase Order are incorrect, approval for any increase must be given prior to processing order. Approval for price increases and/or information needed pertaining to any item on this Purchase Order may be obtained by communicating with the "Ship To" person indicated on Purchase Order.
3. Invoices **will not be paid** unless a valid Purchase Order is on file prior to placement of order. Purchase Order Number **must appear on invoice.**
4. The Purchase Order Number must be marked on all cartons and referred to in all correspondence.
5. A packing slip or a copy of invoice must be enclosed with all shipments, showing our Purchase Order Number, item number and/or description, quantity, and price.
6. Buyer has the right to cancel this order if material is not shipped in a timely matter.
7. Buyer reserves the right to cancel this order and to return at sellers' expense all or any part of the merchandise in the event that the merchandise is defective or varies from the sample from which the order was placed.
8. Ohio Sales Tax is not applicable to any purchase. An Exemption Certificate will be forwarded upon request.
9. The vendor, by accepting this offer to purchase, certifies that he has complied with Puplic Laws 92-261 and Sections 6,7, and 12 of the Fair Labor Standards Act and the Equal Employment Opportunities Act, as amended.
10. Please allow up to 45 days for payment.

Sincerely,



Patrick Goclano

Treasurer