



IMPORTANT NOTICE TO VENDORS

The Shoreline School District have been entrusted as a steward of the public trust and their money to 1) manage public funds in a responsible manner, and 2) manage risk, minimize liability, and provide for accountability. We pride ourselves in partnering with vendors to obtain the best possible value for products while adhering to laws, policies and procedures to which the district follows.

The districts primary method for procurement is purchase orders. Our purchase order numbering sequence is a 10-digit number, specific to each school and department. Orders accepted by vendors and/or invoiced prior to receiving a valid purchase order may result in non-payment.

Contractors, please visit our Small Works Roster information found here:

<https://www.ssd412.org/departments/business-finance/purchasing/public-works-information>

We encourage you to review our Standard Terms and Conditions found here:

<https://www.ssd412.org/departments/business-finance/purchasing/purchasing-documents>

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