

PO Date

PURCHASE ORDER

Purchase Order No.

Invoice to:
East Ramapo Central School District
105 South Madison Avenue
Spring Valley, NY 10977



Purchaser is a governmental sub-division and is tax exempt. Tax ID number 13-6006910.

Contact: Accounting Department

Order To:

Ship To:

Requestor	Department	Ordered By	Location
Order Quantity	Item Description	Unit Cost	Extended Cost
<p>BUDGET ACCOUNT CODE</p>			
<p>TOTAL</p>			

CONDITIONS OF PURCHASE - READ CAREFULLY

1. P.O. number must appear on all invoices, claims, shipping papers, packages and correspondence.
2. All shipping charges must be prepaid. No deliveries after 4:00 P.M.
3. Label packages to attention of person indicated.
4. If shipment cannot be made as requested, NOTIFY at once or order may be subject to automatic cancellation.
5. Only original invoices must be presented to the District for payment.
6. Acceptance of this order includes acceptance of all terms, prices, delivery instruction, specifications and conditions stated.
7. It is incumbent upon the contractor to pay the prevailing rate of wages as established by the N.Y.S. Department of Labor at the time of installation.
8. Material Safety Data Sheets must accompany all products containing toxic or harmful substances.
9. All materials and prices must conform to our specification. Notify us promptly if unable to ship complete or of price change.
10. This agency does not discriminate as to race, color, religion, sex, age or national origin.