Alameda Unified School District
2060 Challenger Drive Alameda CA 94501
510-337-7000 ext 7087/7088 purchasing@alamedaunified.org

Vendors must submit this completed form and a current W-9 to purchasing@alamedaunified.org

Company Name: _____
Primary Contact: _____
Phone: _____ Email: _____
Website: _____
Email to send purchase orders to: _____

Do you accept Purchase Orders with 45 day Net Terms? *YES* ☐ *NO* ☐ If no, please contact Purchasing to see if other terms are available

Have you been an employee of Alameda Unified School District within the last 12 months? *YES* ☐ *NO* ☐

Are you a current STRS member? ☐ current PERS member? ☐

Are you a retired STRS member? ☐ retired PERS member? ☐

Remit to Address

"Checks Payable to" Name: _____
Mailing Address: _____
City: _____State: _____ Zip: _____
Email for invoice inquiries: _____

Review Alameda USD PO Terms and Conditions

https://www.alamedaunified.org/departments/fiscal-services/purchase-order-terms-and-conditions

ITEMS TO NOTE

- I**nvoices** - The seller shall submit invoices that contain: Purchase Order Number, Business Name, Invoice number, date, item description, quantity, unit price and extended totals for items delivered. Sales tax must be shown on the invoice as a separate item. Prepayments must be on a separate invoice.
- **Payments** - Payments by Alameda Unified are made through check issued by the Alameda County Office of Education.
- **Payments Terms** - The District's standard payment terms are net 45 days. The 45 days begin after receipt of materials and receipt of an approved invoice.
- **Freight Charges** – All shipments are F.O.B.-Destination, seller pays delivery charges and is responsible for any damages incurred during transport and delivery, unless otherwise specified in written agreement and purchase order.
- **Prepayment** – If payment is required before goods or services are received then it must be identified in a written agreement.
- **Contracts** - If the seller will be providing services at a school site or school event, a signed contractual agreement or Professional Services Agreement with the District shall be completed, along with proof of general liability insurance coverage regardless of service or cost. Other requirements may be requested dependent upon the scope of services.
- **Approvals** - All services and contracts must be approved by an Alameda Unified Board of Education Approved Authorized Agent before goods and services are delivered and payment is issued.