



Vendor Authorization to Proceed with Purchase

Vendor Name: _____

Vendor Contact Name: _____

Vendor Email: _____

Vendor Phone: _____

Purchase Order Acceptance in Lieu of Signatures on Quotes

Union Public Schools (UPS) issues official purchase orders as authorization to provide goods and services. To streamline the purchasing process, UPS requests that the vendor agree to accept a duly issued UPS purchase order without requiring a separate UPS signature on the vendor's quote, proposal, estimate, pricing sheet, or similar document. Purchase Order Terms and Conditions may be found [here](#).

By signing below, the vendor acknowledges and agrees that:

- A purchase order issued by UPS constitutes authorization for the vendor to provide the goods and/or services identified on the purchase order.
- The vendor will accept the UPS purchase order in lieu of obtaining an additional UPS signature on the vendor's quote, proposal, estimate, pricing sheet, or similar document.
- Only an authorized UPS purchase order constitutes approval to begin work, ship products, or provide services. A verbal request or unsigned quote alone is not authorization.
- The purchase shall be governed by the UPS Purchase Order Terms and Conditions, any applicable UPS solicitation and addenda, and any separately executed or Board-approved agreement. In the event of a conflict, those documents shall supersede the vendor's quote, proposal, estimate, acknowledgment, invoice, website terms, or other vendor-generated documents.
- This acknowledgment does not independently change the agreed pricing, scope, delivery requirements, warranties, or other applicable obligations.
- This acknowledgment remains in effect through June 30 following the date of execution and renews annually upon written agreement of the parties unless earlier revoked by the vendor.

Vendor Acceptance

The undersigned certifies that the undersigned is authorized to execute this acknowledgment on behalf of the vendor named above.

Vendor Representative Name

Title

Signature

Date

RETURN INSTRUCTIONS

Please sign, date, and return this completed acknowledgment to: union.purchasing@unionps.org