

BLANKET PURCHASE ORDER AGREEMENT TERMS AND CONDITIONS

IMPORTANT VENDOR NOTICE

- 1. ORDERING & BILLING PROCEDURES:** The vendor may consider any University of Alaska Fairbanks employee to be authorized to use this Blanket Purchase Order upon presentation of the BPO number (BF0 - - -), a valid call number (P - - - - - - -), and, for order pick-up, presentation of a UAF ID. All purchases made under this BPO must be signed for when the items are received/delivered. The invoice must reference the Call number and the BPO number, if space allows, in order to process payment.
- 2. PERIOD OF PERFORMANCE:** The vendor shall furnish supplies or services listed in the attached BPO if and when requested by the University of Alaska Fairbanks during the period July 1, 200X through June 30, 200X.
- 3. PRICING:** Prices shall comply with the discount schedule included herein. Specifically, vendor warrants that prices are as low as or lower than those charged the supplier's most favored customers for comparable quantities under similar terms and conditions, in addition to any discounts for prompt payment.
- 4. PURCHASE LIMITATIONS:** Per Call -- The dollar amount of each individual call under this agreement shall not exceed \$2,500.
- 5. PACKING SLIP/INVOICE:** All shipments shall be accompanied by delivery tickets or sales slips that shall contain all the following information:
 - a. Name of supplier
 - b. Call number AND BPO number, if space allows.
 - c. Date of purchase
 - d. Itemized list of supplies or services furnished
 - e. Quantity, unit price, and extension of each item, less applicable discounts
 - f. Date of delivery or shipment
 - g. Space for signature by University receiver of the delivery. (Signature showing receipt shall be obtained for each call to show by whom the delivery was received.)
- 6. INVOICES (Accounts Payable copy):** Individual invoices shall be submitted for each delivery to the Accounts Payable office at least monthly. These invoices shall be accumulated so that a consolidated payment can be made monthly. The period of any discounts will commence on the last day of the month, or the date of receipt of the invoices, whichever is later, for all deliveries accepted during the monthly period. Invoices are to be mailed to: Accounts Payable, University of Alaska Fairbanks, PO Box 757920, Fairbanks, Alaska, 99775-7920.
- 7. FREIGHT:** All freight charges, if any, shall be prepaid and billed as a separate line item on the invoice. For freight charge(s) that exceed \$100.00 per shipment, vendors shall attach a copy of the carrier's freight bill to their invoice for verification.
- 8. COMPLIANCE:** Failure to comply with the terms and conditions of this agreement may be cause for cancellation of the BPO. Any questions regarding this agreement should be forwarded to the Purchasing & Contract Services, University of Alaska Fairbanks, PO Box 757940, Fairbanks, AK 99775-7940, Phone (907) 474-7315, or FAX (907) 474-7720, prior to implementation.