

Yuma Union High School District No. 70 Purchase Order Terms and Conditions

1. Ordering goods or services prior to a purchase order being issued is a violation of state law and district procurement policy.
2. Invoices, Packaging Slips, Receiving Documents, and signed Copy of Purchase Orders must be sent to Accounts Payable within 5 working days of receipt of goods or services. This includes partial shipments.
3. Note the Purchase Order Number and submit to Accounts Payable within five working days of purchase date. When final Purchase is made, notify Accounts Payable to close P.O. by noting this on the final invoice or a copy of the P.O. Capital outlay items such as Furniture and Equipment may not be purchased on an open supply Purchase Order.
4. All Purchase Orders are cancelled on June 30th following Purchase Order date. **Goods and Services shall not be shipped or received after this date.**
5. Contact Business Office for procedures regarding vendors or hotels that do not accept Purchase Orders.
6. Vendors are responsible for submitting invoices to Accounts Payable. Payments will not be processed without invoices and signed receiving documents.
7. The District is required to have on file three (3) verbal price quotations for each vendor who exceeds \$10,000 during the school year. It is also required, to have on file, three (3) written price quotations for each vendor who exceeds \$50,000. Formal sealed solicitations are required for each vendor who exceeds the bid threshold set forth by the Arizona State Board of Education, currently set at \$100,000. Additional purchasing information is available by calling the Materials Management Office at 928.502.4750.
8. Registered Sex Offender Prohibition: Pursuant to this purchase order, the named vendor agrees by acceptance of this order that no employee of the vendor or a subcontractor of the vendor, who has been adjudicated to be a registered sex offender, will perform work on District premises or equipment at any time when District students are, or are reasonably expected to be present. The vendor further agrees by acceptance of this order that a violation of this condition shall be considered a material breach and may result in a cancellation of the order at the District's discretion.
9. Contractor's Employment Eligibility: By acceptance of this purchase order, vendor agrees to comply and maintain compliance with FINA, A.R.S. 41-4401 and 23-214 which requires compliance with federal immigration laws by state employers, state contractors and state subcontractors in accordance with the E-verify Employee Eligibility Verification Program.
10. Fingerprint and Background Checks: By acceptance of this purchase order, vendor agrees to comply with fingerprinting requirements in accordance with A.R.S. 15-512 unless otherwise exempted.