

**IN ACCEPTANCE OF THE ORDER, THE VENDOR CERTIFIES THAT:**

Equipment and supplies furnished under this purchase order is certified as meeting CAL/OSHA Safety Standards. Published and manufactured instructional materials are priced no more than that charged to any other School District in the United States Under the Provisions of California Education Code No. 60060-60063.

**VENDOR INSTRUCTIONS:**

1. The Purchasing Department does not process warrants for payment. All inquiries regarding payment status should be directed to the Accounts Payable Department at (916) 567-5483 OR (916) 567-5480.
2. Accept no order as valid except on this Purchase Order form, with a Purchase Order number, and official Authorized Agent Signature. Furnish only the items specified. Increases in pricing exceeding 10% must have approval from the Purchasing Department 916) 567-5489 prior to shipment of merchandise. If approval for an increase in pricing has not been noted on the purchase order then payment will be based on the purchase order total.
3. Invoice in DUPLICATE to Natomas Unified School District, 1901 Arena Blvd., Sacramento, CA 95834. There must be a separate invoice for each purchase order. The purchase order number must be noted on each invoice. The purchase order number must also appear on the outside of all packages and packing slips. Invoices will be paid NET 30 DAYS unless otherwise noted on a contract or purchase order.
4. Transportation charges must be prepaid and shown on the invoice. If quoted FOB shipping point, enclose original receipted freight bill with invoice. Delivery of supplies or equipment to any address other than the address noted in the ship to area on the purchase order will automatically void this purchase order. The Purchasing Department is the only department authorized to change the delivery point on a purchase order. The District Warehouse is located at 1931 Arena Blvd. Sacramento, CA 95834. Receiving hours are M – F between the hours of 8:00am and 3:00pm (PST).  
District Warehouse phone number: 916-567-5490.
5. Large deliveries (two or more pallets) being made directly to a school site should be coordinated with school site personnel. A list of our school site addresses and phone numbers can be found on our web site: [www.natomasunified.org](http://www.natomasunified.org). Inside delivery is required for all orders unless otherwise specified. Delivery charges, when authorized, are to be prepaid and billed.
6. Materials containing toxic substance must be accompanied by a SDS – Safety Data Sheet with each delivery before an invoice will be paid.
7. The District is exempt from federal excise taxes. The EIN for Natomas Unified School District is No. 94-6003346. The District **MUST** pay sales tax.
8. If you cannot fill this order without delay, notify the Purchasing Dept. (916-567-5489) at once indicating your best delivery date.
9. Invoice will not be approved for payment until the above conditions have been met.