



KELLER INDEPENDENT SCHOOL DISTRICT

The community of Keller ISD will educate our students to achieve their highest standards of performance by engaging them in exceptional opportunities.

PURCHASE ORDER TERMS & CONDITIONS

- **ANY BACKORDERED ITEM EXCEEDING SIX (6) MONTHS MUST BE APPROVED BY THE PURCHASING DEPARTMENT**
- **ANY PRICE OR QUANTITY INCREASE/CHANGE TO A PURCHASE ORDER MUST BE APPROVED BY THE PURCHASING DEPARTMENT @ 817-744-1132 PRIOR TO ANY ORDER BEING PROCESSED**
- **ALL PURCHASES ARE TO BE CHARGED TO KELLER INDEPENDENT SCHOOL DISTRICT**
- **DELIVERIES:**
 - All shipments must be sent prepaid by seller, F.O.B. destination only.
 - All deliveries shall be made to the school campus or department indicated in the "ship to" area of the purchase order.
 - Deliveries shall be made during regular school days between the hours of 8:00 AM and 3:00 PM for campus orders and regular business days between the hours of 8:00 AM and 4:00 PM for administration and warehouse orders unless prior arrangements have been made.
 - Deliveries must be inside deliveries.
- **PURCHASE ORDER NUMBER: SHALL APPEAR ON ALL ITEMIZED INVOICES AND PACKING SLIPS TO ENSURE PAYMENT.**
- **INVOICES: SHALL BE ITEMIZED AND ISSUED FOR ONLY THOSE ITEMS RECEIVED. FEDERAL ID # OR SOCIAL SECURITY NUMBER MUST BE INCLUDED.**
- **TERMS: IF AT ANY TIME, THE VENDOR FAILS TO FULFILL OR ABIDE BY THE TERMS, CONDITIONS, OR SPECIFICATIONS OF THE CONTRACT, THE DISTRICT RESERVES THE RIGHT UPON WRITTEN NOTICE TO THE VENDOR TO CANCEL THE CONTRACT.**
- **THE TITLE AND RISK OF LOSS OF THE GOODS SHALL NOT PASS TO THE DISTRICT UNTIL THE DISTRICT ACTUALLY RECEIVES AND TAKES POSSESSION OF THE GOODS AT THE POINT OF DELIVERY.**
- **THE AGREEMENT BETWEEN THE SELLER AND THE DISTRICT CREATED BY THIS PURCHASE ORDER SHALL BE GOVERNED BY THE UNIFORM COMMERCIAL CODE.**

STATE SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Chapter 20, Title 122A, Revised Civil Statutes of Texas, for purchase of tangible personal property described in this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the Keller Independent School District, of the State of Texas.



Lori Vechione, Director of Purchasing