

CECIL COUNTY PUBLIC SCHOOLS * PURCHASE ORDER CONDITIONS

Purchasing Department, 201 Booth Street, Elkton, MD 21921-5684

By accepting this Purchase Order, the Supplier hereby agrees to and is bound by the General Terms and Conditions for Cecil County Public Schools (CCPS). Questions regarding Purchase Order terms and conditions or any line item on the Purchase Order must be directed to the Purchasing Department by email at procurement@ccps.org.

The entire CCPS General Terms and Conditions may be downloaded from our website at www.ccps.org. In the 'Administration' tab select 'Business Services'. Choose 'Purchasing'. Select 'General Terms and Conditions'.

The Purchase Order terms and conditions apply to the goods and services listed, unless there is a written agreement/contract between both parties which supersedes the terms and conditions.

If delivery of the product(s) or service(s) cannot be made exactly as specified and at the price(s) shown, notify the Purchasing Office immediately. Do not make a delivery without written approval from the CCPS Purchasing Office. Any correspondence other than invoices relating to this order must be sent to procurement@ccps.org.

Prices on the purchase order include inside delivery and all other charges to the school or office location unless otherwise specified on the purchase order. Freight /Shipping terms and conditions: F.O.B. Destination, Freight Prepaid and Added.

All materials furnished on this order are subject to inspection and, if rejected, will be held for return to the supplier. The cost of pick up /return of the items are subject to accrued charges by the vendor.

Over-shipments will not be accepted unless authorized by CCPS in advance and in writing.

The FOB point, terms, order number, name and address of the ordering department must appear on all invoices. All shipments, shipping papers and correspondence must be identified with the CCPS purchase order number. All cartons must be marked with the CCPS purchase order number and be accompanied by a detailed packing list. Materials must be packed and shipped in conformity with tariff or classification requirements.

Cecil County Public Schools will not be responsible for equipment, materials or supplies delivered or furnished without a valid Purchase Order or prior written authorization from the Purchasing Department.

This order may not be assigned or transferred to any entity/individual without written approval by Purchasing Dept.

Payment period will be calculated from date of receipt of invoice, or receipt of product or service, whichever is later.

All products or services delivered must meet the requirements of the CCPS and all Federal, State and Local Codes.

The Supplier must hold Cecil County Public Schools, its officers, agents and employees harmless from liability of any nature or kind on account of any copyrighted composition, secret process, patented or unpatented invention, article, materials or appliances furnished or used under this order.

Suppliers that have not received payment in accordance with the terms of this order should contact the Business Services Department by email at businessservices@ccps.org in writing. Notice must include the purchase order and invoice numbers, school/office receiving delivery, and if available, employee contact name at the delivery point.

May 2021