

DVUSD No. 97 PURCHASE ORDER TERMS AND CONDITIONS

1. Purchase order number must be marked on all packages and packing lists.
2. Render invoices in duplicate to: Accounts Payable, 20402 North 15th Avenue, Phoenix, Arizona, 85027.
3. Price increases in excess of 10% must receive prior school district approval.
4. All merchandise to be shipped prepaid. Any freight that is applicable must be added to invoice.
5. Federal excise tax to be excluded.
6. All vendors must have a current I.R.S. Form W-9 on file with the district prior to receiving any payments for goods or services provided. A copy of the form W-9 with instructions is available on the I.R.S. website at: <http://www.irs.gov/pub/irs-fill/fw9.pdf>.
- 7.