

# TERMS AND CONDITIONS

**CONTRACT:** Purchase order when properly signed constitutes a valid contract.

**INVOICES:** All invoices must be itemized in strict accordance with the purchase order and submitted in duplicate. Any irregularities between the invoice and the purchase order will result in the return of the invoices for correction. Invoices must clearly show the assigned purchase order number and all allowable discounts. Each item must be individually described and priced. All prices are considered F.O.B. Destination unless otherwise specified on the purchase order. Invoices shall be submitted under the same firm name as shown in the purchase order. Any taxes payable by the district shall be listed separately.

**CASH DISCOUNTS:** All cash discounts shall be taken and computed from the date of delivery or the date of the receipt of the invoices, whichever is the later.

**ACCEPTANCE OR REJECTION OF QUOTES OR BIDS:** The Sacramento City Unified School District reserves the right to reject any or all quotes or bids for any or all items or to waive any irregularities. The determination of the district as to what constitutes an irregularity shall be final and conclusive. Unless otherwise stipulated, quotes or bids shall remain valid and subject to acceptance for thirty days after the bid or quote opening date. In general, the District will accept the low bid or lowest combination of bids meeting specifications. A Purchase Order when used will constitute a contract. Continuing contract(s) for services and supplies may be entered into as provided in compliance with Section No. 17596 of the California Educational Code.

**DELIVERY:** Unless otherwise specified, vendors shall be responsible for delivery and shall pay all costs of delivery (including packing, drayage, freight and unloading) to the district warehouse or other principal

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