

STATE OF
NEW YORK

PURCHASE ORDER

SFS Dept. ID	Date (MM) (DD) (YY) / /	AP BU and PO TYPE	Vendor: Show On All Bills and Correspondence		
Originating Agency			Comptroller's Contract No.	Commodity Group No.	SFS PO Number
			Vendor		
SFS Vendor ID			Ship To (if different than address above)		
Unless Otherwise Indicated, All Prices Are F.O.B. Destination					
Discount Terms % Days					
Vendor: Direct Questions to:					
Telephone No.					

Item No.	Description of Material/Service	Quantity	Unit	Price	Amount

PO Number	Line	Act	Amount	Cost Center Code				Obj
				Dept	Cost Center	Var.	Yr.	

**PLEASE FURNISH THE ABOVE ARTICLES.
PURCHASE ORDER (See Instructions on back)**

Authorized Signature

VENDOR

NOTICE TO VENDORS:

All purchase orders from New York State agencies are exempt from certain federal taxes and New York State and local sales taxes pursuant to Articles 28 and 29 of the New York State Tax Law. All such purchase orders must be accepted in lieu of tax exempt certificates. Taxes from which the State is exempt shall not be included when submitting invoices.

All invoices or State of New York "Claim for Payment" forms submitted for payment must include the vendor's NYS Vendor Identification Number and a reference to the purchase order number that the invoice or claim is charged against. Failure to include these numbers may delay payment.

The contract established by this purchase order is governed by Appendix A, Standard Clauses for All New York State Contracts, which is incorporated herein and made a part hereof, a copy of which is available upon request or at <http://www.ogs.state.ny.us/procurecounc/pdfdoc/appendixa.pdf>. Vendor signifies its acceptance of the terms and conditions of Appendix A by delivery of the goods or services and/or by the acceptance of payment. In the event of a conflict between the purchase order document and any referenced documents contained within the purchase order, the order of precedence shall be as follows:

1. Appendix A,
2. Purchase Order document,
3. Any agency specific standard clauses,
4. Agency solicitation document or specifications,
5. Vendor's offer / proposal.

If a Purchase Order is issued pursuant to a contract previously entered into between the vendor and state agency, the terms and conditions of the contract agreement take precedence and supersede any terms and conditions specified on the Purchase Order.

By accepting this Purchase Order the vendor certifies and affirms its understanding of the New York State Procurement Lobbying Law (State Finance Law Sections 139-j and 139-k).

New York State is an Equal Employment Opportunity/Affirmative Action Employer.

SHIPPING INSTRUCTIONS:

1. Delivered goods must be identical to samples furnished with proposals.
2. Duplicate invoices with shipping receipts attached must be sent to the "Bill To" address shown on the front of this copy.
3. New York State is not liable for overshipments, which will be returned at vendor's expense.
4. Unless otherwise specified, all shipments are FOB Destination.

SUMMARY OF PROMPT PAYMENT PROVISIONS

Article 11A of the State Finance Law requires New York State to pay vendors in a manner consistent with accepted business practices. Specifically, the law requires that when vendors are not paid within 30 calendar days (excluding legal holidays) after delivering goods/services and a proper invoice, interest will begin to accrue. Interest will be calculated using the "overpayment rate" set by the Commissioner of Taxation and Finance in Section 1096(e) of the New York State Tax Law. Interest will only be paid when it exceeds \$10 per invoice and when payment is made directly by the State rather than through an intermediary organization, such as Trustee for Certificates of Participation, issued pursuant to Article 5-A of the State Finance Law.

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I certify that the materials or services ordered herein are to be used solely for the purposes specified in the charged appropriation; and that this order was not released to the vendor prior to the date shown.

Authorized Signature

Check if continuation form is attached

Paid on Voucher No.	Date	Amount of Partial Payment	Balance	Paid on Voucher No.	Date	Amount of Partial Payment	Balance

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Authorized Signature

