



## **DENTON INDEPENDENT SCHOOL DISTRICT PURCHASE ORDER TERMS AND CONDITIONS**

**TERMS OF PURCHASE PAYMENT** - The Vendor will not sell or release on credit terms, any goods, product or service (s) to persons who do not produce a Denton Independent School District (DISD) Purchase Order. In this event, the Vendor assumes all liability for cost of said product or goods.

**ACCEPTANCE** - This Purchase Order constitutes a binding contract between the Vendor and Denton Independent School District (DISD), to furnish the goods or service(s) specified on the face of the Purchase Order. By acceptance of this Purchase Order, the Vendor agrees to furnish all goods or service(s) in accordance with the terms and conditions specified herein.

**AGREEMENT** - This Purchase Order represents the basis for the Vendor to deliver the required goods or service(s), and supersedes all prior offers, negotiations, exceptions and understanding (whether done orally or in writing).

**ASSIGNMENT** - The rights and responsibilities of the Vendor to furnish the goods or service(s), specified herein will not be subcontracted, assigned, transferred, mortgaged, pledged or disposed of, unless agreed to by DISD and the Vendor.

**BACKORDERED ITEMS** – Any backordered item exceeding six (6) months, must be approved by the Purchasing Department.

**CANCELLATION** - DISD reserves the right to cancel this Purchase Order at any time. If this Purchase Order is cancelled pursuant to the Vendor's default, DISD may obtain similar goods or service(s) elsewhere and charge the Vendor for any damages incurred.

**CHANGES** - DISD reserves the right to make changes to this Purchase Order (e.g., increase/decrease quantities, change delivery address). Any changes to the Purchase Order will be communicated to the Vendor by the issuance of a Change Order.

**DELIVERY** - The Vendor shall deliver all goods Free On Board (F.O.B.) Destination, unless specified on Purchase Order. All deliveries shall be made during regular school hours.

**DISCOUNTS** – The Vendor shall indicate on the invoice any prompt payment discounts or trade discounts.

**INDEMNIFICATION** – The vendor shall indemnify and hold harmless DISD (including the Board of Trustees and the employees of DISD) from all claims of liability to third parties (including but not limited to: the injury or death of person(s), or the loss or damage to property) arising out of or in connection with the performance of the Vendor. The Vendor shall indemnify and hold harmless DISD (including the Board of Trustees and the employees of DISD) from all liabilities, cost, expenses, attorney fees, fines, penalties, or damages for any or claimed infringement of any patents, trademarks, copyrights, or other corresponding right(s) which is related to any part of the goods or service(s) the Vendor is required to provide or perform. The Vendor's obligation to this clause shall survive acceptance and payment of the goods or service(s) by DISD.

**INSURANCE** – The Vendor shall be required to carry insurance protection as approved by DISD.

**INSPECTION** – Prior to acceptance and payment, DISD reserves the right to inspect all goods (in whole or in part) and service(s) furnished by the Vendor. Goods or service(s), which (in the opinion of DISD) fail to conform to the required specification(s) or standard(s), may be considered nonconforming.

**INTERPRETATION** – This Purchase Order shall be construed and interpreted solely in accordance with laws of the State of Texas. Venue of any suit, right or cause of action arising shall lie exclusively in Denton County, Texas.

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**INVOICING** – Invoices must include the DISD Purchase Order number. Payment may be delayed if Purchase Order number is not on invoice. Send invoices via email to DISD at [accountspayable@dentonisd.org](mailto:accountspayable@dentonisd.org)

**ITEM SUBSTITUTIONS** – Purchase Orders must be filled with items listed. If an item is not available, no alternate/substitute item may be sent in its place.

**NON-CONFORMANCE** – The Vendor assumes all liability for shipping goods that do not meet the specification(s) and standard(s) specified on the face of the Purchase Order. DISD reserves the right to accept or reject goods that are non-conforming. If DISD rejects the non-conforming goods, said goods shall be returned to the Vendor at the Vendor's expense. The Vendor shall use "best efforts" to replace any non-conforming good(s) at the Vendor's risk and expense.

**PERFORMANCE** – By acceptance of this Purchase Order, the Vendor agrees to use "best efforts" to furnish the required goods or service(s).

**PRICES** – The price(s) specified on the face of the Purchase Order shall remain firm until DISD has processed the Vendor's invoice, or until the item has been accepted by DISD (whichever is later).

**PRODUCT RECALL** – The vendor shall notify the Purchasing Agent of DISD immediately if a product recall is instituted on any item(s) the Vendor has delivered. This requirement shall survive payment and acceptance.

**QUANTITIES** – Quantities in excess of the quantities specified on the face of the Purchase Order may be returned to the Vendor at the discretion of DISD. All risk and expense for the return of the good(s) shall be borne by the vendor.

**QUALITY** – In the event no quality is specified on the face of the Purchase Order, the goods delivered and/or service(s) rendered hereunder shall be of the best quality. The Vendor shall ensure that all goods delivered to DISD will be new (i.e., previously unused and in its original packaging), and have not been remanufactured or refurbished. The Vendor also warrants that all services will conform to the standard(s) established herein.

**SAFETY** – If applicable, the Vendor shall deliver Material Safety Data Sheets (MSDS) with the requested good(s).

**TAX EXEMPT** – The Vendor shall not include taxes on the invoice. The District's tax ID number is 75-6001311.

**TERMS** – Unless otherwise specified, payment terms are net thirty (30) days.

**TITLE** – The title to any item delivered shall pass to DISD upon acceptance or payment (whichever is later).

**WARRANTY** – The Vendor warrants that all goods and service(s) furnished, shall be free from all defects, conform to all applicable specifications, and be suitable for its intended purpose(s). Neither acceptance of, nor payment for said goods and service(s) shall constitute a waiver or modification of any warranties of the Vendor, or the rights of DISD.