

## **TERMS AND CONDITIONS OF THE PURCHASE**

*The contract will be reviewed to make sure nothing conflicts with our standard terms and conditions listed below*

### **Purchase Orders**

4.1.1 ALL ORDERS PLACED BY A TEXAS WESLEYAN UNIVERSITY EMPLOYEE FOR BILLING TO THE UNIVERSITY MUST BE ACCOMPANIED BY A TEXAS WESLEYAN UNIVERSITY PURCHASE ORDER WITH A VALID PURCHASE ORDER NUMBER. THE ONLY EXCEPTION TO THIS WOULD BE EMPLOYEE PURCHASES ON A TEXAS WESLEYAN UNIVERSITY PROCUREMENT CARD. Note that there will be two purchase orders issued as a result of this RFP because of different funding sources.

4.1.2 THE PURCHASE ORDER NUMBER(S) **MUST** APPEAR ON ALL INVOICES, SHIPPING PAPERS, PACKAGES AND ALL CORRESPONDENCE PERTAINING TO THIS ORDER. PURCHASES MADE VIA TEXAS WESLEYAN UNIVERSITY PROCUREMENT CARD SHOULD REFERENCE THE CARDHOLDER'S NAME. **AN OMITTED OR INVALID PURCHASE ORDER NUMBER WILL SIGNIFICANTLY DELAY PAYMENT AND ULTIMATELY MAY RESULT IN NONPAYMENT AND/OR RETURN OF MERCHANDISE.**

4.1.3 TO BE ELIGIBLE FOR PAYMENT, AN ORIGINAL INVOICE MUST BE SUBMITTED. FAXES AND/OR PHOTOCOPIES ARE NOT ACCEPTABLE.

### **Standard Terms**

TEXAS WESLEYAN UNIVERSITY'S STANDARD TERMS ARE NET 30

### **Invoice Pricing Differences**

SHIPPED GOODS THAT ARE NOT PRICED IN ACCORDANCE WITH THE PURCHASE ORDER ARE SUBJECT TO RETURN TO THE SELLER AT THE SELLER'S EXPENSE. BUYER SHALL NOT ASSUME RESPONSIBILITY FOR GOODS SHIPPED UNDER THESE CIRCUMSTANCES. Any price(s) that are the direct result of quotation (s) solicited by the buyer, whether verbal or written, are firm and are not

