

PURCHASE ORDER



PO DATE: 06/29/21
VENDOR NO: 0000658

P.O. NUMBER: PR210578
GL ACCT NOS: 30_2F_311117_R_5201530

VENDOR:

NATIONAL OFFICE SUPPLY
P O BOX 3767
HAGATNA GU 96932

**RESEARCH CORPORATION
OF THE UNIVERSITY OF GUAM**

UOG Station, Mangilao, Guam 96923
Telephone: (671) 735-0249 Fax: (671) 735-0252

SHIP TO:

University of Guam
Chas - A. Moore
303 University Dr, UOG Station
Mangilao GU 96923

AUTHORITY:

PO Expiration Date:

ARTICLES OR SERVICES	QTY	UNIT	UNIT PRICE	AMOUNT
4-Drawer Vertical Filing Cabinet (Metal Legal Size) With Divider, Lock & Key Justification: Filing cabinets to store project documents.	2		275.00	550.00

SPECIAL INSTRUCTIONS TO VENDORS:

- A. SEND CERTIFIED ORIGINAL AND TWO (2) COPIES OF INVOICE TO:

RCUOG, 303 UNIVERSITY DRIVE, UOG STATION,
MANGILAO, GUAM 96923

THE P.O. NUMBER MUST APPEAR ON ALL INVOICES, PACKING SLIPS, B/L, ETC.

- B. PAYMENT UPON RECEIPT OF MERCHANDISE IN GOOD CONDITION.

- C. THIS ORDER IS SUBJECT TO TERMS AND CONDITIONS ON REVERSE SIDE.

DO NOT FILL THIS ORDER IF
YOUR COST EXCEEDS 10%
OF PO TOTAL

TOTAL: 550.00

APPROVING AUTHORITY

Glenn Jones 6/30/21

THIS PURCHASE ORDER IS SUBJECT TO THE FOLLOWING GENERAL TERMS AND CONDITIONS:

- 1) On all Air Shipments, Air Freight Company should call RCUOG upon arrival of goods.
- 2) Acknowledge copy of this order must be signed and returned, advising of approximate or definite shipping and receiving dates.
- 3) No variations in any of the terms, conditions, deliveries, prices, quality and quantity, or specification of this order, irrespective of the wording of the seller's acceptance, will be effective without the buyer's written consent.
- 4) Packing list must accompany each shipment, showing our Purchase Order Number, description, part number or serial number for each item.
- 5) Shipments must be identified as "PARTIAL" or "COMPLETE"
- 6) Materials are subject to the buyer's inspection and approval within a reasonable time after delivery. If specifications are not met, materials will be returned at seller's expense.
- 7) In connection with any prompt payment discount offered, time will be computed from date of delivery and acceptance at destination, or from the date the correct invoice or voucher is received in the office specified by the RCUOG if the latter is later than the date of delivery and acceptance. Payment is deemed to be made, for the purpose of earning discount on the date of mailing the check.
- 8) Over shipments, unless specifically authorized, will not be accepted.
- 9) In connection with bid awards and contracts, the purchase order shall be governed by the Special Provisions and Bid Terms and Conditions as specified.
- 10) Seller will be liable for replacement and or repair of items in the event of loss or damage in transit.
- 11) Seller's liability is terminated after inspection and acceptance.
- 12) Modification or alteration of purchase order is invalid without the RCUOG certification.

NOTICE

It is the policy of RCUOG to provide equality of opportunity in higher education, both in the education mission and as an employer. The University is committed to comply with all federal and local statutes, rules and regulations which prohibit discrimination in its policies and practices and direct affirmative action, including but not limited to Titles VII Order 11246 and the Equal Pay Act of 1964 (as amended). RCUOG shall promote a full realization through a requirement that those doing business with the RCUOG also are equal opportunity employers.