

## **Purchase Order Processing Form**

BUYER: Davin VENDOR: K3 Kimmet		10783 C/O#:_	N/A DAT	E: <u>04/08/20</u>	BID# TU	
		DO 1	NSTDIBILITION			
FAX / EMAIL TO: S	gle@biocousti	· · · · · · · · · · · · · · · · · · ·	<u>DISTRIBUTION</u>			
(Vendor Contact Person)				(Fax/Email)		
CC TO:  ☑ Campus Customer: Amanda Kozlowski				Include the Following with PO:  ☐ Simplified Terms and Conditions		
				·		
				✓ Minimum Mandatory Terms & Conditions		
☐ Facilitiespo@towson.edu (K.Carmer, R.Norman, M.Weber)				☐ Golden Rod (Gen. Conditions for Const. & Maint.)		
□ UMB (Send to Vicki Nellis)				☐ Exhibit A (Required Contract Provisions)		
☐ Lissa O'Donnell & Teri Cromwell				☐ Exhibit A-1 (EH&S Requirements)		
☐ Athletics Business Office (abo@towson.edu)				☐ ExHibit A-2 (Req. Contract Provisions Const. & Maint.)		
Additional Processing:				□ Other:		
☐ Exhibit C - Contra	ct Affidavit (obtain fo	or contracts over \$200,000)				
☐ Verify COI (Renewal	s – refer to COI log on "l	O" Drive)				
□ Obtain Builder's F	Risk Insurance					
MBE %	EXCLUSION	ON #				
New Contract	entered into the Contrac	ct Module and must be specified	here.	, -	ion, and their name and/or number	
=	wal Options			one Bute	(total contract term)	,
		(usually 90 days) Expiration Notification				
Contract Module Amount: § (default value is			(default value is \$1M un	lless anticipated spend is exp	pected to exceed \$1M)	
Existing Contract (Renewals) Current Option_Renewal # Renewal Expiration Date Option Renewals Remaining Close Previous Contract						
Contract ID/Solicitation No.: Remove "Send Date/Amount Notification."						
Additional Instructions:						
include at	tached terms					
		DocuSigned by:				
Contract Module Entry (		Michele Kreider	Date:	04/08/20		
PO Distribution By:	DocuSigned by:  Michele Kreid	6CC5E82AE4484A4	Date:	04/08/20		
	6CC5E82AE4484A4.					