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**COMMONWEALTH OF VIRGINIA  
DEPARTMENT PURCHASE ORDER  
VIRGINIA COMMONWEALTH UNIVERSITY**

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**Invoice To  
Address:**

Virginia Commonwealth University  
Accounts Payable & Support Services  
P.O. Box 980327  
Richmond, Virginia 23298-0327

**Important Vendor Instructions**

1. **Delivery is F.O.B. destination unless otherwise noted.**
  2. **Invoice must reference above purchase order and taxpayer identification (social security or federal identification) numbers in order to facilitate payment.**
  3. **Complete delivery address must appear on the package.**
  4. **See instructions, terms and conditions, and the University's equal employment policy on reverse side.**
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## TERMS AND CONDITIONS & INSTRUCTIONS TO VENDORS

1. Virginia Commonwealth University is an equal opportunity/affirmative action employer. Women, minorities and persons with disabilities are encouraged to apply.
2. This contractual agreement is subject to the terms and conditions of the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors and any revisions thereto.
3. Goods/services delivered must be strictly in accordance with documents referred to and shall not deviate in any way from terms, conditions, and specifications of the contract. Equipment, materials and/or supplies delivered on this order shall be subject to inspection and test upon receipt. If rejected, same shall remain the property of the vendor.
4. Purchase Order number and Taxpayer Identification number shall be shown by vendor on all related invoices, delivery memoranda, bill of lading, packages and/or correspondence. Failure to return IRS W-9 form may result in payment delays.
5. A separate invoice for this purchase order or for each shipment thereon shall be rendered immediately following shipment. All invoices shall be forwarded directly to the University at invoice address shown.
6. State sales and use tax certificate of exemption, Form ST12 will be issued upon request, if you do not have same on file.
7. Deliveries against this order must be free of excise or transportation taxes, excise tax exemption registration number 54-73-0076K may be used when required.
8. In the absence of other contractual terms, payment shall be due 30 days after receipt of proper invoice, or material/service whichever is later.
9. If discount for prompt payment is allowed, the discount period will begin on the date of receipt of proper invoice, or material, whichever is later.
10. In case of default by the successful contractor, or failure to deliver the goods/services ordered by the time specified, the University after due notice (oral or written), may procure the goods/services from other sources and hold the vendor responsible for any excess cost occasioned thereby.
11. No substitution, change or deviation shall be made without written authority from the University by Purchase Order Change.
12. Contractors providing goods to Virginia Commonwealth University under this order herewith assure the University that they are conforming to the provisions of the Civil Rights Act of 1964 as amended, as well as the Virginia Fair Employment Contracting Act of 1975 as amended, where applicable.
13. This Purchase Order/Contract shall be governed in all respects, whether as to validity, construction, capacity, performance or otherwise by the laws of the Commonwealth of Virginia.
14. All prices unless otherwise specified are net F.O.B. Destination with transportation charges prepaid.
15. For work performed on-site, the Contractor shall maintain the following insurance coverage: Worker's Compensation - statutory requirements and benefits; Employer's Liability - \$100,000; Commercial General Liability - \$500,000 combined single limit; Automobile Liability - \$500,000 combined single limit.
16. Virginia Commonwealth University does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a Contractor because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.
17. Contractors providing construction under this order must possess the appropriate license as required by the Code of Virginia.
18. Vendors who knowingly accept orders from departments in violation of established purchasing procedures may be debarred from doing business with the university.

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### Special Instructions For Departments

1. Departments may perform the purchasing function where the requested order totals less than the delegated procurement amount established by the University Purchasing Department. The use of two or more requisitions to circumvent the delegated limit is a violation of University policy. Failure to comply with these policies may result in the loss of department purchasing authority.
2. Equipment Funded by Federally Sponsored Programs – The equipment specified has been screened against the University Fixed Asset Inventory records as required by the provisions of OMB's Circular A-110, and either similar items were not available or if available are not suitable for the requested items' intended use.
3. Departments should instruct vendors to reference the assigned department purchase order number on all invoices submitted to the University for payment. All vendor invoices must be sent directly to the "Invoice To" Address specified.
4. The receipt of goods or services must be electronically posted for Accounts Payable within 24 hours of receipt.
5. Use of this form is restricted to FRS/Purchasing electronic orders only.