



## PURCHASE ORDER TERMS AND CONDITIONS

### 552.229-70 FEDERAL, STATE, AND LOCAL TAXES (APR 1984)

The contract price includes all applicable Federal, State, and local taxes. No adjustment will be made to cover taxes which may subsequently be imposed on this transaction or changes in the rates of currently applicable taxes. However, the Government will, upon the request of the Contractor, furnish evidence appropriate to establish exemption from any tax from which the Government is exempt and which was not included in the contract price.

### 552.210-79 PACKING LIST (DEC 1989)

(a) A packing list or other suitable shipping documents shall accompany each shipment and shall indicate: (1) Name and address of consignor; (2) Name and complete address of consignee; (3) Government order or requisition number; (4) Government bill of lading number covering the shipment (if any); and (5) Description of the material shipped, including item number, quantity, number of containers, and package number (if any).

(b) When payment will be made by Government commercial credit card, in addition to the information in (a) above, the packing list or shipping document shall include: (1) Cardholder name and telephone number and (2) the term "Credit Card."

**52.232-1 PAYMENTS (APR 1984)** The Government shall pay the Contractor, upon the submission of proper invoices or vouchers, the prices stipulated in this contract for supplies delivered and accepted or services rendered and accepted, less any deductions provided in this contract. Unless otherwise specified in this contract, payment shall be made on partial deliveries accepted by the Government if: (a) The amount due on the deliveries warrants it; or (b) The Contractor request it and the amount due on the deliveries is at least \$1,000 or 50 percent of the total contract price.

### 52.232-8 DISCOUNTS FOR PROMPT PAYMENT (FEB 2002)

(a) Discounts for prompt payment will not be considered in the evaluation of offers. However, any offered discount will form a part of the award, and will be taken if payment is made within the discount period indicated in the offer by the offeror. As an alternative to offering a discount for prompt payment in conjunction with the offer, offerors awarded contracts may include discounts for prompt payment on individual invoices.

(b) In connection with any discount offered for prompt payment, time shall be computed from the date of the invoice. If the Contractor has not placed a date on the invoice, the due date shall be calculated from the date the designated billing office receives a property invoice, provided the agency annotates such invoice with the date of receipt at the time of receipt. For the purpose of computing the discount earned, payment shall be considered to have been made on the date which appears on the payment check or, for an electronic funds transfer, the specified payment date. When the discount date falls on a Saturday, Sunday, or legal holiday when Federal Government offices are closed and Government business is not expected to be conducted, payment may be made on the following business day.

### PROMPT PAYMENT

Prompt payment clause 52.232-25 is incorporated in this contract by reference. The clause contains information on payment due date, invoice requirements, constructive acceptance and interest penalties. Certain portions of the clause regarding payment due date, invoice requirements, and constructive acceptance have been extracted for your convenience. All days referred to in the extracts below are calendar days.

(a)(2) . . . The due date for making invoice payments by the designated payment office shall be the later of the following two events:

(i) The 30th day after the designated billing office has received a proper invoice from the Contractor.

(ii) The 30th day after Government acceptance of supplies delivered or services performed by the Contractor . . .

(a)(4) . . . An invoice shall be prepared and submitted to the designated billing office specified in the contract. A proper invoice must include the items listed in . . . (i) through . . . (viii) . . . If the invoice does not comply with these requirements, then the Contractor will be notified of the defect within 7 days after receipt of the invoice at the designated billing office. . . . Untimely notification will be taken into account in the computation of any interest penalty owned the Contractor . . .

(i) Name and address of the Contractor.

(ii) Invoice date.

(iii) Contract number or other authorization for supplies delivered or services performed (including order number and contract line item number).

(iv) Description, quantity, unit of measure, unit price, and extended price of supplies delivered or services performed.

(v) Shipping and payment terms (e.g., shipment number and date of shipment, prompt payment discount terms). Bill of lading number and weight of shipment will be shown for shipments on Government bills of lading.

(vi) Name and address of Contractor official to whom payment is to be sent (must be the same as that in the contract or in a proper notice of assignment).

(vii) Name (where practicable) title, phone number, and mailing address of person to be notified in event of a defective invoice.

(viii) Any other information or documentation required by other requirements of the contract (such as evidence of shipment).

NOTE: Invoices must include the ACT number and shall be submitted in an original only, unless otherwise specified.

(a)(6)(i) For the sole purpose of computing an interest penalty that might be due the Contractor, Government acceptance shall be deemed to have occurred

constructively on the 7th day (unless otherwise specified) after the Contractor delivered the supplies or performed the services in accordance with the terms and conditions of the contract, unless there is a disagreement over quantity, quality or contractor compliance with a contract provision . . .

### 52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)

(52.222-41 and 52.222-42 apply to service contracts when the amount exceeds \$2,500.)

**52.252-2 CLAUSES INCORPORATED BY REFERENCE (JUN 1988)** This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

### FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

#### Applicable to purchase orders for supplies or services:

52.203-1 Officials Not to Benefit (APR 1984) 52.203-3 Gratuities (APR 1984)

52.203-6 Restriction on Subcontractor Sales to the Government (JUL 1985)

52.212-5 Contract Terms and Conditions Required to Implement Executive Orders - Commercial Items (JAN 2004) 52.222-3 Convict Labor (JUN 2003)

52.222-26 Equal Opportunity (APR 2002) (Applies when amount exceeds \$10,000.)

52.222-35 Affirmative Action for Special Disabled and Vietnam Era Veterans (DEC 2000) (Applies when amount exceeds \$10,000.)

52.222-36 Affirmative Action for Handicapped Workers (JUN 1998) (Applies when amount exceeds \$2,500.)

52.222-37 Employment Reports on Special Disabled Veterans and Veterans of the Vietnam Era (DEC 2001) (Applies whenever Clause 52.222-35 is used.)

52.222-41 Service Contract Act of 1965, as Amended (MAY 1989)

52.223-6 Drug Free Workplace (MAY 2001) (Applies if contract is awarded to an individual.)

52.225-3 Buy American Act-Supplies (JAN 2004)

52.225-11 Restrictions on Certain Foreign Purchases (JAN 2004)

52.232-25 Prompt Payment (OCT 2003)

52.232-33 Payment by Electronic Fund Transfer - Central Contractor Registration (OCT 2003)

52.233-1 Disputes (JUL 2002)

52.233-3 Protest After Award (AUG 1996)

52.246-1 Contractor Inspection Requirements (APR 1984)

52.249-8 Default (Fixed-Price Supply and Service) (APR 1984)

#### Applicable to purchase orders for supplies:

52.222-20 Walsh-Healy Public Contracts Act (APR 1984) (Applies when amount exceeds \$10,000.)

52.243-1 Changes - Fixed Price (AUG 1987)

52.249-1 Termination for Convenience of the Government (Fixed Price) (Short Form) (APR 1984)

#### Applicable to purchase orders for services

52.243-1 Changes - Fixed Price (AUG 1987) - Alt. II

52.249-4 Termination for Convenience of the Government (Services) (Short Form) (APR 84)

### 552.232-77 PAYMENT BY GOVERNMENT COMMERCIAL PURCHASE CARD (MAR 2000)

The Contractor must accept the Government wide commercial purchase card for payments equal to or less than the micro-purchase threshold (see Federal Acquisition Regulation 2.101) for oral or written orders under this contract.

The Contractor shall not process a transaction for payment through the credit card clearing house until the purchased supplies have been shipped or services performed. Unless the cardholder requests correction or placement of a defective or faulty item under other contract requirements, the Contractor must immediately credit a cardholder's account for items returned as defective or faulty.

Payments made using the Government wide commercial purchase card are not eligible for any negotiated prompt payment discount. Payment made using a Government debit card will receive the applicable prompt payment discount.

The Contractor and the ordering agency may agree to use the Government wide commercial purchase card for dollar amounts over the micro-purchase threshold, and the Government encourages the Contractor to accept payment by purchase card. The dollar value of a purchase card action must not exceed the ordering agency's established limit. If the Contractor will not accept payment by purchase card for an order exceeding the micro-purchase threshold, the Contractor must so advise the ordering agency within 24 hours of receipt of the order.

**552.232-78 PAYMENT INFORMATION (JUL 2000)** The General Services Administration (GSA) makes information on contract payments available electronically at <http://www.finance.gsa.gov>. The Contractor may register at the site and review its record of payment. This site provides information only on payments made by General Services Administration, not other agencies