

Town of Apex, NC

Purchase Order Terms and Conditions

1. A PURCHASE ORDER IS REQUIRED FOR ALL PURCHASES \$1000 AND OVER. Under no circumstances are materials to be delivered for orders greater than \$1000 without a valid Purchase Order.
2. Submit all claims for payment by detailed itemized invoice.
3. MAIL OR DELIVER ALL INVOICES TO **Town of Apex, P.O. Box 250, Apex, N.C. 27502** OR EMAIL TO **invoices@apexnc.org**
4. Invoices for partial deliveries must be so indicated.
5. The conditions of this order are not to be modified by any verbal understanding. Any changes must be in writing or by "Changed Purchase Order" which has been approved by the Purchasing Manager.
6. INVOICES AND DELIVERY PAPERS MUST BEAR THIS PURCHASE ORDER NUMBER.
7. The Town of Apex is exempt from Federal Excise Tax. If any form of such tax is billed on the invoice, it must be shown as a separate item. Tax Exemption Certificate will be furnished upon request.
8. NORTH CAROLINA STATE SALES TAX AND WAKE COUNTY SALES TAX
The Town is not exempt from North Carolina State Sales Tax in the amount of 4.25% or Wake County Sales Tax in the amount of 2.5%.
9. Rejected materials will be returned to the Vendor at the Vendor's risk and expense.
10. All prices must be FOB delivered to points as indicated on the front of this order. Where specific purchase is quoted or negotiated FOB shipping point, the Vendor is to prepay shipping charges and add to the invoice.
11. Cash discounts will be deducted as provided in accordance with the terms of your official bid or invoice. NET PURCHASES WILL BE PAID WITHIN 30 DAYS FROM DATE OF YOUR INVOICE.
12. E-VERIFY COMPLIANCE
The vendor shall comply with the requirements or Article 2 of Chapter 64 of the North Carolina General Statutes. (E-Verify) Failure of the Vendor to comply with this provision or failure of its Vendors to comply could render this order void under North Carolina Law.
13. Iran Divestment Act Certification. Contractor hereby certifies that Contractor, and all subcontractors, are not on the Iran Final Divestment List ("List") created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-6E. Contractor shall not utilize any subcontractor that is identified on the List.
14. Acceptance of this order includes acceptance of all terms, conditions, prices, delivery instructions and specifications as shown on this order or attached to and made a part of this order.
15. Buyer reserves the right to make no payment until order is fully delivered.