

## PO Terms & Conditions

All purchases involve public money. Therefore, the District is guided in procurement procedures by several established policies.

These policies include but are not limited to:

1. Conducting all procurement in accordance with Arizona State Law and the Seligman School District Board Policies.
2. Obtaining the best quality for the best price in a timely manner, when needed.
3. Maximizing and encouraging fair competition, and providing interested and qualified vendors with an opportunity to offer their products and/or services to the District.

### ***Purchase Orders***

The Seligman School District conducts the business of purchases through the use of authorized Purchase Orders. The Purchasing Department has the sole authority to order supplies, materials, equipment and to obligate the School District for contractual services through the use of a valid Purchase Order.

The schools and departments within this District do not have the authority to make revisions to a Purchase Order. The substitution of items without the prior written approval of our Purchasing Department is prohibited. Only those items specifically listed on a Purchase Order may be delivered.

No authorization, verbal or otherwise, to deliver merchandise and/or services is given without an authorized Purchase Order. Any vendor or person who delivers merchandise and/or services to the District without an approved Purchase Order is at risk of not receiving payment.

Find the terms and conditions associated with ALL Purchase Orders issued by the District @ [Complete T & C](#)

### ***Application of Taxes***

Arizona vendors are responsible for the privilege license tax (City sales tax) of their resident City and the Arizona transaction privilege tax (State sales tax). The District is not exempt from paying sales/use taxes. Sales tax added on to invoices from Arizona vendors are paid by the District. Use tax will be paid directly to the State of Arizona on invoices from out-of-state vendors.

### ***Invoicing Requirements***

All invoices pursuant to a purchase order should be sent in duplicate to:

Seligman School District No. 40  
Accounts Payable  
PO Box 650  
Seligman, AZ 86337

To assure the fastest payment, make sure your invoices contain all required information. Contact the Business Manager at (928) 216-4123 for more information.

### ***IRS W-9***

IRS W-9 Form (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>) is required from all firms or individuals prior to the issuance of a District purchase order. It is not necessary to have this form completed and on file in order to receive bid opportunities — it is only required prior to the issuance of a Purchase Order.