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UNIFIED COURT SYSTEM
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| BUDGET BULLETIN | NUMBER 304 | November 10, 1997 |
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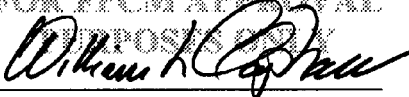
TO: Holders of the Financial Planning and Control Manual

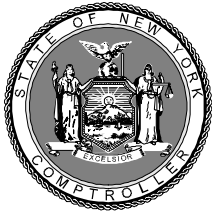
SUBJECT: Appendix A Language Required on All Purchase Orders

Attached is a copy of OSC Procurement and Disbursement Guidelines Bulletin G-167, dated November 6, 1997. This bulletin describes new language intended to protect the State's interests when funds are obligated via purchase order. Effective immediately, the following language is to appear on all purchase orders (AC 130), regardless of value:

The contract established by this purchase order is governed by Appendix A, Standard Clauses For All New York State Contracts, which is incorporated herein and made a part hereof, a copy of which is available upon request. Vendor signifies its acceptance of the terms and conditions of Appendix A by delivery of the goods or services and/or by the acceptance of payment.

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions whose responsibilities may involve the preparation or authorization of purchase orders.

NYS UNIFIED COURT SYSTEM
FOR FPCM APPROVAL

William L. Clapham



PROCUREMENT AND DISBURSEMENT GUIDELINES

| Subject | Bulletin No. | Date |
|---|--------------|---------|
| Appendix A Language for Purchase Orders | G-167 | 11/6/97 |
| <p>William L. Clapham</p> <p>Purpose: This bulletin is to advise agencies of the need to reference Appendix A on purchase orders regardless of the amount.</p> <p>A purchase order, when issued absent a formal, written contract, serves as the contract which obligates the state. This includes purchase orders issued pursuant to centralized contracts or purchase authorizations. As such, the contract created by the purchase order is governed by Appendix A, Standard Clauses For All New York State Contracts.</p> <p>Effective immediately, purchase orders must contain the following language:</p> <p>The contract established by this purchase order is governed by Appendix A, Standard Clauses For All New York State Contracts, which is incorporated herein and made a part hereof, a copy of which is available upon request. Vendor signifies its acceptance of the terms and conditions of Appendix A by delivery of the goods or services and/or by the acceptance of payment.</p> <p>This language may appear on the face or the back of a purchase order.</p> <p>Agencies should continue to attach Appendix A to all Invitations for Bids and Requests for Proposals. Appendix A must also be attached to all formally written contracts. If an IFB or RFP is not issued or a formal contract is not written, agencies will be required to provide a copy of Appendix A to a vendor upon request. (NOTE: While approval by the Attorney General continues to be required for formally written contracts, it is not needed for purchase orders.)</p> <p>Direct questions on this bulletin to:</p> <p>James Hettie Office of the State Comptroller Bureau of Contracts (518) 474-4012</p> | | |