



Brant Haldimand Norfolk Catholic District School Board

PURCHASE ORDER TERMS & CONDITIONS

Any reference made to the "Board" shall refer to the Brant Haldimand Norfolk Catholic District School Board.

All purchase orders issued by the Board are subject to the following terms and conditions. Please note that additional terms and conditions may be applicable in a bid document issued by the Board.

1. No substitutes or changes are permitted without the consent of the Buyer or designate.
2. Packing slips must accompany all orders shipped to any Board location and must clearly indicate the purchase order number.
3. Time is considered to be of the essence. If goods and/or services cannot be delivered as set forth in the purchase order, the vendor must notify the Buyer or designate immediately. The Buyer reserves the right to cancel the purchase order and source elsewhere.
4. The Board reserves the right to cancel any backordered items. The vendor may not cancel without prior consent from the Board.
5. All shipments are to be FOB prepaid to destination.
6. All goods received are subject to final inspection and approval by the Board. Any goods deemed to be defective and/or not compliant with specifications will be returned to the vendor at the vendor's expense.
7. Should any discrepancies in the purchase order exist, it is the vendor's responsibility to notify the Board within 5 business days of receipt of the purchase order.
8. No purchases shall be permitted via C.O.D.
9. All invoices, credits, etc., are to be forwarded to:
Brant Haldimand Norfolk Catholic District School Board
c/o Accounts Payable
PO Box 217
Brantford, ON N3T 5M8
10. Invoices must clearly indicate the purchase order number, a description of the goods/services and all applicable taxes (GST & PST shown separately).
11. All prices are to be in Canadian funds unless otherwise stated.
12. Standard payment terms are Net 30 days unless otherwise accepted by the Board.
13. If early payment discounts are applicable, the time for applying the discount will begin on the date the invoice is received (completely correct invoice).
14. Material Safety Data Sheets (MSDS) must be made available for all WHMIS regulated products.
15. All purchase orders shall be governed by the laws of the Province of Ontario.