

City School District of the City of Niagara Falls
Purchasing Department
630 66th Street
Niagara Falls, NY 14304

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DATE: September, 2024 (*posted yearly*)

TO: ALL VENDORS

RE: City School District of the City of Niagara Falls Purchase Order Requirements

The City School District of the City of Niagara Falls' Purchasing Policy requires that all orders for goods and services have a purchase order in place before shipment of products and/or before rendering services for the District. This memorandum serves as a reminder of the District's purchasing requirements as approved by the Board of Education.

In accordance with the District's Purchasing Policies, orders for goods and/or services should be accepted under the following terms:

- ❖ All orders for goods/services must be on an official printed, numbered purchase order which has been signed by the Purchasing Agent.
- ❖ A Purchase Order must be received BEFORE delivering any products or performing any services.
- ❖ You should not allow purchases for goods/services to be made unless you are in receipt of proper documentation.
- ❖ Telephone, email and internet orders without a purchase order in place should not be accepted.
- ❖ Orders should not be duplicated. Duplicate orders will not be the responsibility of the District.
- ❖ A packing slip is required with each shipment of product, supplies and equipment. Supplier packing slips and invoices must reference a purchase order number.
- ❖ All invoices must reflect pricing as per bid/contract, purchase order numbers, and any discounts, if applicable.
- ❖ Orders must be filled only for items/services included in existing and valid bids/contracts/quotes as referenced on purchase order.
- ❖ Purchases made by individuals in the name of the District without an authorized purchase order or without adequate funding available on a blanket purchase order will not be the responsibility of the District.
- ❖ All orders must be delivered to the appropriate Niagara Falls City School District location as indicated on the Purchase Order.

If you have any questions or require assistance regarding the information referenced above, please contact the Purchasing Department.

Thank you for the valuable service you provide to the City School District of the City of Niagara Falls. Your continued cooperation is appreciated.

Ann Schiro, Purchasing Agent