


Guide to MCPS Purchase Orders

Header

General Purchase Order Information

 <p>Board of Education of Montgomery County Division of Procurement 45 West Gude Drive, Suite 3100 Rockville, MD 20850-9999</p>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Blanket Release 8000686-608</div> <p>Standard Purchase Order 8021654</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Type</td><td>Standard Purchase Order</td></tr> <tr><td>Order</td><td>8021654</td></tr> <tr><td>Revision</td><td>0</td></tr> <tr><td>Order Date</td><td>08-NOV-2007</td></tr> <tr><td>Created By</td><td>Checco, Laurie</td></tr> <tr><td>Revision Date</td><td></td></tr> <tr><td>Revised By</td><td></td></tr> </table>	Type	Standard Purchase Order	Order	8021654	Revision	0	Order Date	08-NOV-2007	Created By	Checco, Laurie	Revision Date		Revised By	
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Order	8021654														
Revision	0														
Order Date	08-NOV-2007														
Created By	Checco, Laurie														
Revision Date															
Revised By															

Address Area

<p>Supplier: Oriental Trading Co Inc 5455 So 90Th St Omaha, NE 68046-0000</p> <p>Ship To: Glenallan ES - Grade 2 A 12520 Heurich Road Silver Spring, MD 20902-0000 United States</p> <p>Bill To: Division of Controller - Main Office Room 157 850 Hungerford Drive Rockville, MD 20850-0000 United States</p> <p style="text-align: center;">Example: Ship to School</p>	<p>4</p> <p>5</p>	<p>Supplier: Data Networks Inc Ste 120 309 International Cir Hunt Valley, MD 21030-0000</p> <p>Ship To: Materials Management - Property Office 560 North Stonestreet Ave Rockville, MD 20850 United States</p> <p>Bill To: Division of Controller - Main Office Room 157 850 Hungerford Drive Rockville, MD 20850-0000 United States</p> <p style="text-align: center;">Example: Ship to Warehouse</p>
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Customer/Requester Block

Standard Purchase Order

Customer Account No.	Supplier No.	Payment Terms	Freight Terms	FOB	Transportation	Ship Via
	212479	Net 30	Prepaid			
Confirm To/Telephone			Requester/Deliver To			
Florance, Troy 800228-2151			Spruill, Sandra			

Blanket Release

Supplier No.	Payment Terms	Freight Terms	Effective Start Date	Effective End Date
210744	Net 30	Prepaid	15-MAR-2007	14-MAR-2008
Confirm To/Telephone			Requester/Deliver To	
Tina Evans 800571-9554 x236			Deborah Punday	

Notes

7 Notes: All prices and amounts on this order are expressed in US Dollars (USD)
Exempt from Federal Excise Tax Reg. No. A-112308; MD. Sales Tax No. 300001235; D.C. Sales Tax No. 806-09125-06

Line Items

Standard Purchase Order – same ship to address as in header

Line	Part Number / Description	Quantity	UOM	Unit Price (USD)	Tax	Amount (USD)
1	Supplier Item: xx48/3258 Fall Leaf Recipe Holder	2	Each	4.95	N	9.90
<p>8 [Line Item 1]</p> <p>9 Ship To: Use the ship-to address at the top of page 1 Deliver To: Spruill, Sandra (2)</p>						

Standard Purchase Order – different ship to address from that in

Line	Part Number / Description	Quantity	UOM	Unit Price (USD)	Tax	Amount (USD)
1	Supplier Item: SCE-071526 17" Dell UltraSharp 1708FP Flat Screen Monitor with AS501 external speaker bar	3	Each	240	N	720.00
<p>Ship To: St Bernadette School 9105 Crosby Rd Silver Spring, MD 20901 United States Deliver To: Gourley, Tanya (3)</p>						

Blanket Release – same ship to address as in header

Line	Part Number / Description	Delivery Date/Time	Quantity	UOM	Unit Price (USD)	Tax	Amount (USD)
68	School Library Journal Includes Index; Includes 12 Issues		1	Each	116.73	N	116.73
<p>Ship To: Use the ship-to address at the top of page 1 Deliver To: Deborah Punday (1)</p>							

Signature/Total Area

10	Aggregate Document Total: 74.35 (USD)
Signature, Director, Division of Procurement	11 Not valid unless signature appears, and Aggregate Dollar Amount is greater than zero.

Terms and Conditions

Terms and Conditions that apply to Media Purchase Orders:	
1. Invoice all items alphabetically by title.	
2. DO NOT forward any portion of this order to any other vendor.	
3. This is your permanent copy and is not to be returned.	
4. Supply library material as indicated by enclosed order forms.	
5. Supply library binding; whenever applicable.	
6. Return and give reason on each order form for materials which cannot be supplied.	
Terms and Conditions that apply to all Purchase Orders:	
1. All shipments must be prepaid to destination.	
2. Separate itemized invoice required for each order.	
3. Payment for each invoice shall be made only upon satisfactory completion of delivery.	
4. We reserve the right to cancel this order if delivery is not made within 30 days.	
5. All deliveries, correspondences, invoices and packages must show this order number.	
6. Substitutions shall not be accepted.	
7. Direct all inquiries concerning payment to the Division of Controller at accounts.payable@mcpsmd.org .	
8. All other inquiries may be made to the Division of Procurement @ 301-279-3555.	

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Explanation of Purchase Orders

- 1 Type of Purchase Order/
Purchase Order Number**

The type of purchase order is either standard or blanket release. A blanket release is an order placed against a blanket purchase agreement. Blanket purchase agreements are awarded contracts for specific goods or services at specified prices that Montgomery County Public Schools plans to buy from the awarded suppliers. When an order is placed for the goods or services, it creates a “release” against the blanket purchase agreement and assigns a release number under the blanket purchase agreement number. For example, in the number “8000686-608,” “8000686” is the blanket purchase agreement number, and “608” is the release number.
- 2 Revision/Revision Date/
Revised By**

If the buyer changes the purchase order, these fields show the sequential number of the change, the date of the change, and the name of the buyer who made the change.
- 3 Created By**

This is the name of the buyer who approved the purchase order.
- 4 Ship To
(Also see 9.)**

This is the location where the items should be shipped. If the shipping address in the header and in the line item are the same, the shipping label and packing slip must show the address from the header, including the addressee detail, *and* the name of the Deliver To person from the line item.

If the shipping address in the header and in the line item are different, the shipping label must show the address from the header, including the addressee detail. The packing slip must show the address from the line item *and* the name of the Deliver To person from the line item.
- 5 Bill To**

This is the address where the invoice should be sent. The room number should be included in the address.
- 6 Requester/Deliver To**

This is the name of the person who ordered and should receive the goods or service.
- 7 Notes**

This area shows standard and special notices to vendors that the buyer or end user chooses to include on the purchase order.

<p>8 Line Items</p>	<p>Line – On standard purchase orders, this is a sequential number for the items listed on the purchase order. On blanket releases, this is the line number of the item on the blanket purchase agreement. For example, suppose a blanket purchase agreement includes a subscription for <i>School Library Journal</i> and that item is number 68 on the agreement. When this item is ordered, 68 will be the line item number on the blanket release.</p> <p>Part Number / Description – This field shows details about the item(s) ordered.</p> <p>Delivery Date/Time – This field is on blanket releases but is not used at this time.</p> <p>Quantity, UOM – This is the number and unit of measure (UOM) of the line item ordered. <i>Note: The UOM on the invoice must match the UOM on the order.</i></p> <p>Unit Price (USD) – This is the cost, in U.S. dollars, per UOM of the line item ordered.</p> <p>Tax – The “N” indicates that Montgomery County Public Schools is a tax exempt organization.</p> <p>Amount (USD) – This is the quantity times the unit price, expressed in U.S. dollars.</p>
<p>9 Ship To/Deliver To (Also see 4.)</p>	<p>This is the location of the item’s final destination. If this line address differs from the shipping address in the header, the shipping label must show the address from the header, including the addressee detail. The packing slip must show the address from the line item <i>and</i> the name of the Deliver To person from the line item.</p>
<p>10 Signature</p>	<p>A signature here indicates the authorized approval of the purchase order by the director of the Division of Procurement.</p>
<p>11 Aggregate Document Total</p>	<p>This is the total amount of the purchase order.</p>
<p>12 Terms and Conditions</p>	<p>These are general supplier instructions and instructions for specific types of purchase orders.</p>

Montgomery County Public Schools
45 West Gude Drive, Suite 3100
Rockville, MD 20850

Procurement Unit: (301) 279-3555
Accounts Payable: AccountsPayable@mcpsmd.org



Thank you for supplying our schools and offices with the goods and services that we need!



Procurement Unit