



BPA NUMBER \_\_\_\_\_

### BLANKET PURCHASE AGREEMENT

Pursuant to Agreement No (s) \_\_\_\_\_, Blanket Purchase Order (BPAs), the Contractor agrees to the following terms of a BPA with SANTA MONICA COLLEGE, beginning \_\_\_\_\_ thru \_\_\_\_\_.

- (1) The following contract services/products can be ordered under this Blanket Purchase Agreement . All services performed and or materials provided against this Blanket Purchase Agreement are in accordance with the Terms and Conditions on the reverse side of this Purchase Order and are subject to the terms and conditions of the contract, except as noted below: (Note: No equipment is to be purchased using this purchase order). Orders are not to exceed \_\_\_\_\_ per day. Equipment purchases are expressly prohibited.

ITEM (Model/Part Number or Type of Service)  
DISCOUNT/PRICE

**SPECIAL Blanket Purchase Order**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- (2) Delivery:

DESTINATION

DELIVERY SCHEDULE/DATES

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- (3) SANTA MONICA COLLEGE estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.
- (4) This BLANKET PURCHASE AGREEMENT does not obligate any funds.
- (5) This BLANKET PURCHASE AGREEMENT expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.
- (6) The following office(s) or individual(s) are hereby authorized to place orders under this BPA:

Department

Individual Name

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- (7) Orders will be placed against this BLANKET PURCHASE AGREEMENT via, FAX, paper, or oral communications.
- (8) Unless otherwise agreed to, all deliveries under this BLANKET PURCHASE AGREEMENT must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:
- Name of Contractor/Vendor;
  - Contract Or Purchase Order Number;
  - Blanket Purchase Order Number;
  - Stock Number;
  - Delivery Order Number;
  - Date of Purchase;
  - Quantity, Unit Price, and Extension of Each Item (unit prices and extensions. The invoice is itemized to show the information); and
  - Date of Shipment
  - Federal Tax I.D. Number
- (9) The requirements of a proper invoice are as specified herein. Invoices must be submitted in duplicate to: Santa Monica College, Attn: Accounts Payable 1900 Pico Blvd., Santa Monica, CA 90405 (310) 434-4283
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.