

## **Purchase Order**

PO#:				

This PO# must appear on all paper & packages related to this order, including correspondence

Note: This PO is valid for six (6) months from date of issue. ASC requires submittal of original invoice for payment. ASC requires original receipts or invoice. All new vendors must submit a W9 form Click here W9

Payee Information:		Ship Merchandis	e to:	Contact Info:			
Vendor/Payee:					Requested by:		
					Dept:		
City:					Phone/Ext:		
State, Zip:					Room #:		
Phone/Fax:			-				
Purchase Ord	der Status						
Phone Order:  Send Vendor Co			opy? Yes □ No □	Merchandise Received	/Services Performed? Yes ☐ No ☐		
Other Instructions:				Date Received:			
		_					
Qty Item # Des			scription	Project-Object	Unit Price	Subtotal	
	Less Withholdin						
	•				Total		
Audited by:	Compliance:	_		If yes, attach IT approval with			
		2. Are there expenditures that fall under CSUF Directive 11: Yes No If yes, attach D11 with required docs.					
			npus? Yes No	If yes, attach Certificate of Ins	urance.		
	y - Accounting	Dept Coding	T		T		
PEID:			W9 on file? Corp ☐ So	ole 🗆	Project-Object:		
Desc:			Invoice #:		Invoice Date:		
Invoice Due Date:			1099: 🗆	Division:	Other:		
<b>Authorized S</b>	ignatures					ASC	
I certify that the ex	xpenses incurred is	for bona fide business pu	rposes and the information	provided is true and accurate	. I certify that the	Accounting/OSP	
				and policies of the Board of T	rustees, campus and ASC;	Coord Approval	
and that all items	are for official busin	ness and include NO PERS	ONAL EXPENSE.				
Name of Author	ized Signer (Type	or Print)	Signature		Date	Approved by	
317,441101			3.0				
Name of Author	ized Signer (Type	or Print)		Date	Date		
			Signature				

CSUF ASC: 1121 N State College Blvd, Fullerton CA 92831-3014

tel: 657-278-4107

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- 1. INSURANCE REQUIREMENTS. Contracted vendor must, at its own expense, maintain and carry insurance in full force and effect, which includes, but not limited to, commercial general liability, workers' compensation insurance and automobile insurance with financially sound and reputable insurers. Upon CSU Fullerton Auxiliary Services Corporation (CSUF ASC)'s request, contracted vendor must provide CSUF ASC with a certificate of insurance from contracted vendor's insurer evidencing the insurance coverage specified in this Purchase Order which includes that the State of California, the Trustees of the California State University, California State University Fullerton and CSU Fullerton Auxiliary Services Corporation and their employees, officers, directors, volunteers and agents shall be named as an additional insured.
- 2. INDEMNIFICATION. Contracted vendor must release, defend, indemnify and hold harmless CSU Fullerton Auxiliary Services Corporation, California State University Fullerton, State of California, the Trustees of the California State University, and the State of California and its employees, officers, directors, volunteers and agents from all suits, actions or claims of any character, name or description including reasonable attorney fees, brought on account of any injuries or damage, or loss, whether real or alleged, received or sustained by them or any person, persons or property, arising out of or related to contracted vendor's products, services and performance provided under this Purchase Order or contracted vendor's failure to perform or comply with any requirements of this Purchase Order including, but not limited to any claims for personal injury, property damage or proprietary rights. Additionally, contracted vendor indemnifies CSUF ASC and holds it harmless against any fines, damages, assessments or attorney fees in the event a court or administrative agency finds that contracted vendor is an employee of CSUF ASC. This hold harmless Purchase Order must apply to all liability regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by contracted vendor.
- **3. AMENDMENT AND MODIFICATION.** Contracted vendor may not substitute this Purchase Order or make any changes to the specifications without the prior written approval of an authorized representative of CSUF ASC. No change to this Purchase Order is binding upon CSUF ASC unless it is in writing and specifically states that it amends this Purchase Order and it signed by an authorized representative of CSUF ASC.
- 4. **COMPLIANCE WITH LAW.** Contracted vendor is in compliance with and must comply with all applicable laws, regulations and ordinances. Contracted vendor has and shall maintain in effect all the licenses, permissions, authorizations, consents and permits that it needs to carry out its obligation under the Order.
- **5. CALIFORNIA LAW**. The provision of this Purchase Order must be construed in accordance with the laws of the State of California, United States of America. Any action commenced about this Purchase Order must be filed in the northern branch of the Orange County Superior Court.