

Riverside Community College District

Vendor Purchase Order Requirement Policy and Acknowledgement Form

All properly authorized purchases or services for the Riverside Community College District (RCCD) must be evidenced by the issuance of purchase orders. Goods and/or services purchased or ordered without District issued purchase orders are considered unauthorized purchases for which the district has no legal liability or obligation to pay vendor claims. The District's purchase order number must be referenced on a vendor's invoice in order to ensure that purchases are made by authorized individuals for appropriate District purposes.

Invoices must include a purchase order number, itemized description of materials/services rendered, date the materials/services were delivered/performed, invoice date and amount due. All invoices must be submitted to Riverside Community College District, Accounts Payable, 3801 Market Street, Riverside, CA 92501, or emailed at AccountsPayable@rccd.edu. The District payment terms are 30 days from the receipt of your invoice.

Any invoice received by the Riverside Community College District which, is not supported by a purchase order will not be accepted as a valid District obligation. Without a purchase order number, the vendor cannot be assured that the person obtaining the goods or services has been authorized to obligate the District. Payment of the invoice will be delayed until a valid purchase order number has been established or identified.

All contractors, vendors, or other service providers wishing to conduct business with RCCD are required to have their own insurance. The standard insurance requirements are workers' compensation in accordance with the laws of the State of California, general liability and/or vehicle liability. Coverage shall remain in effect during the entire contract term. Depending on the service and/or purchase, the contractor, vendor or service provider may be required to provide the District with a Certificate of Insurance, naming the District as an additional insured. Additionally, the Certificate shall state that the District will be given 30 days' notice of any material change in coverage or cancellation of coverage. If required, the Certificate must be provided prior to the issuance of a P.O. For questions related to insurance requirements, please contact Risk Management at 951-222-8128.

Vendors who violate this policy may be restricted from issuance of future purchase orders.

I/we hereby acknowledge receipt of the above and agree to comply with the purchase order requirement policy of the Riverside Community College District.

_____ Date: _____
(Signature)

Please type or print your contact information below and submit to requesting department, along with the IRS Form W-9 and Vendor Maintenance Information Form.

Name: _____

Title: _____

Company Name: _____

Phone: _____

Email: _____