



CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

Purchase Order Terms & Conditions

1. All references in this document to "the Board" refer to the Catholic District School Board of Eastern Ontario.
2. No modification can be made to a purchase order without the expressed written consent of the Board's Purchasing Department.
3. If the Supplier feels that a purchase order is not acceptable for any reason, then the Supplier must notify the Board's Purchasing Department within 5 days of receipt of order.
4. Reference to the purchase order number must be indicated on all packing slips, correspondence and invoices and appear on all packages.
5. It is the Suppliers responsibility to ensure that Purchase Orders received either by phone, fax, or e-mail are not duplicated within their system. E-mail orders require Adobe Acrobat Reader 5.0 or greater to read the attachment.
6. All invoices, credit memos, refunds, cheques etc... should be forwarded to the attention of:

Accounts Payable Department,
Catholic DSB of Eastern Ontario
Box 2222, 2755 Hwy 43,
Kemptville, ON K0G 1J0

7. All prices are paid in Canadian funds unless otherwise stated.
8. All applicable taxes, GST and PST, must be shown separately and all applicable license numbers must be stated on the invoice.
9. The Purchaser reserves the right to cancel all or any part of an order upon which deliveries have been delayed 5 working days after the specified delivery date on the purchase order, at no penalty to the purchaser.
10. The Supplier must comply with all applicable laws, regulations, ordinances and rules relating to the sale of goods and shall provide all necessary permits, licenses and data sheets (e.g. WHMIS) or documents necessary to meet compliance, at the Supplier's expense.
11. No allowance will be made for packing, cartage or crating unless stated on the Purchase Order.
12. The Board reserves the right to inspect all goods for quality and correctness within a reasonable time frame from the receipt of the goods. If any materials are found defective the Board will, if required, return the defective goods to the Supplier for replacement at

the Suppliers expense in both directions. The Board also reserves the right to cancel a requirement for goods that are received defective. Intermediate payment by the purchaser does not imply acceptance of product received as incorrect or defective.

13. Unless otherwise agreed, all materials, equipment and workmanship, sold and supplied hereunder is guaranteed by the Supplier for a minimum period of one year from date of shipment or installation and all defective parts will be replaced at the Supplier's expense, provided such defective parts have been given normal and proper usage.
14. The laws of the Province of Ontario shall govern the validity and interpretation of any contract issued by the Board's Purchasing Department.
15. The Purchasing Department of the Catholic District School Board of Eastern Ontario may be contacted at:

Box 2222, 2755 Hwy 43
Kemptville, ON, K0G 1J0
Phone: 613-258-7757
Fax: 613-258-7434
E-mail: purchasing@cdsbeo.on.ca