



Brookfield Public Schools



"Create Your Tomorrow"

Purchase Order Terms and Conditions for Vendors

- 1) Purchase order number must appear on all invoices, shippers, bill of lading and correspondence.
- 2) Shipments may be refunded if the purchase order number is not shown on shippers and bill of lading.
- 3) Brookfield Public Schools is exempt from State/Local and Federal taxes.
- 4) Substitutions will not be accepted without prior approval
- 5) Partial shipments will be accepted if invoiced separately
- 6) C.O.D. or collect shipments will not be accepted
- 7) Receiving Hour are 8:00 a.m. to 4:00 p.m. Monday - Friday

The sole reason for the existence of our profession is the student