



Sample Purchase Order

MUST have a purchase order number that begins with EP or E

Order No. **EP1000022**

Issued on Thu Jan 05 13:44:51 EST 2017
Created on Thu Jan 05 13:44:51 EST 2017

Do not accept a document that ONLY has a purchase requisition (PR) number

eVA Req#: **PR0000001**

Supplier:

Vendor Information will be printed here

Ordering Person:
George Mason University

Ship To:
GMU-Smithsonian-Mason School of Conservation (Farm RD)
184 Farm RD
Front Royal, VA 22630 United States
Phone: 540-635-0074 Fax:
Deliver To:

Bill To:
GMU-Accounts Payable (4200)
4400 University DR
4200 Merten Hall MSN 3C1
Fairfax, VA 22030 United States
Phone: 703-993-2580 Fax: 703-993-2589
E-mail: acctpay@gmu.edu

Invoices may be mailed or faxed.
Email invoices are preferred!

Item	Item Number	Description	Need By	Quantity	Unit	Unit Price	Extended Amount	Contract Number
1		Unarmed Security Guard Services for Smithsonian at Front Royal (SMSC) on an "as needed", scheduled or emergency basis per terms and conditions GMU-1281-16, Mod 2 and Mod 3 and renewal agreement dated October 19, 2016. Period of Performance: January 1 2017 - December 31, 2017. Total amount of PO is an estimate only - not a guarantee. Blended Hourly Rate with more than 72 hour notice (excluding holidays) \$21.17/hour. Less than 72 hour "emergency service" notice \$31.76/hour. Contract Administrator at SMSC: Anastasia Triplett	Sun Jan 01 00:00:00 EST 2017	1	each	\$ 30,000 USD	\$ 30,000 USD	GMU-1281-16

Line	Comments:
	CONTRACTORS' INVOICES MUST REFERENCE GMU CORRESPONDING PURCHASE ORDER NUMBER, VENDOR TAXPAYER ID NUMBER AND DETAILS OF GOODS/SERVICES CONSISTENT WITH THE ORIGINAL ORDER. FAILURE TO DO SO MAY RESULT IN GMU RETURNING THE INVOICE UNPAID. INVOICES MUST BE SUBMITTED TO THE 'BILL TO' EMAIL OR 'BILL TO' ADDRESS TO AVOID DELAYS IN PAYMENT.

Review the comments to ensure timely processing

Total : \$ 30,000 USD

This order is governed in all respects by the laws of the Commonwealth of Virginia, including Section 23-38.90 of the Code of Virginia and the associated Rules Governing Procurement of Goods, Services, Insurance and Construction (the Rules), and the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their Vendors; copies are available at <https://vascupp.org/>. All eVA provisions and requirements stated in the Commonwealth of Virginia Agency Procurement and Surplus Property Manual and the Commonwealth of Virginia Vendors Manual shall apply. The stated price(s) include shipping, FOB destination, unless otherwise stated in the body of the order. In addition, this order is subject to an eVA transaction fee in accordance with the eVA Fee Schedule, a copy of which is available at www.eva.virginia.gov. This fee will be invoiced to your company approximately 60 days after the order issue date specified above by the Commonwealth of Virginia, Department of General Services. Any modification to these terms must be agreed to in writing by all parties prior to performance of this order.