

# TOWN OF BUTNER PURCHASE ORDER TERMS AND CONDITIONS

The Terms and Conditions listed below will govern all matters related to the goods and/or services provided by you or your company (the "Vendor") to the Town of Butner (the "Town") under a Town purchase order. Additional terms and conditions stated on the face of a Town purchase order shall take precedence over any conflicting term and conditions stated below. Any terms and conditions not stated on the face of a Town purchase order but incorporated by reference therein shall be binding only if provided or signed by the Town and attached hereto. In the event that a binding written contract signed by both the Vendor and the Town exists, the terms and conditions of that contract shall supersede any conflicting terms and conditions below or on the face of a Town purchase order.

1. Submit all claims for payment by detailed itemized invoice.
2. MAIL OR DELIVER ALL INVOICES TO **Town of Butner**, Suite A, **Butner N.C., 27509**  
OR EMAIL TO [gbauer@butnenc.org](mailto:gbauer@butnenc.org)
3. Invoices for partial deliveries must be so indicated.
4. The conditions of this order are not to be modified by any verbal understanding. Any changes must be in writing or by "Changed Purchase Order" which has been approved by the Purchasing Manager.
5. INVOICES AND DELIVERY PAPERS MUST BEAR THIS PURCHASE ORDER NUMBER.
6. The Town of Butner is exempt from Federal Excise Tax. If any form of such tax is billed on the invoice, it must be shown as a separate item.
7. NORTH CAROLINA STATE SALES TAX AND GRANVILLE COUNTY SALES TAX  
The Town is not exempt from North Carolina State Sales Tax. All sales tax must be listed separately.
8. Rejected materials will be returned to the Vendor at the Vendor's risk and expense.
9. All prices must be FOB delivered to points as indicated on the front of this order. Where specific purchase is quoted or negotiated FOB shipping point, the Vendor is to prepay shipping charges and add to the invoice.
10. Cash discounts will be deducted as provided in accordance with the terms of your official bid or invoice. NET PURCHASES WILL BE PAID WITHIN 30 DAYS FROM DATE OF YOUR INVOICE.
11. E-VERIFY COMPLIANCE  
The vendor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. (E-Verify) Failure of the Vendor to comply with this provision or failure of its Vendors to comply could render this order void under North Carolina Law.
12. Acceptance of this order includes acceptance of all terms, conditions, prices, delivery instructions and specifications as shown on this order or attached to and made a part of this order.
13. Town reserves the right to make no payment until order is fully delivered.