





# Vendor/Bid Mailing List Application

**Hemet Unified School District**

1791 W. Acacia Ave, Hemet, CA 92545

951.765.5100 Fax: 951.929.3683

## INSTRUCTIONS TO APPLICANT

1. All prices F.O.B. destination, unless otherwise specified.
2. No deviation in price or substitution in kind permitted without Purchasing Agent approval.
3. No deviation in shipping location without Purchasing Agent approval.
4. Shipping receipt must accompany your invoice. Transportation charge is to be prepaid. Forward receipted bill for transportation charge with invoice.
5. California State or Use Tax when applicable will be considered an addition to the total. Federal Excise Tax must never be included in invoice. Exemption Certificate sent on request.
6. Usual discounts will be considered as applying up to 60 days.
7. **Invoice must be submitted in duplicate and must be itemized** showing purchase order number, quantity, unit price and total for each different type of supplies, material or labor.
8. Enclosed packing list, referencing Purchase Order number, with each shipment. Items received without referencing an approved Purchase Order number will be refused.
9. Warehouse receiving hours are 7:00 A.M. to 4:00 P.M.
10. Vendor must notify District if material cannot be shipped within 90 days.
11. **M.S.D.S. REQUIRED** - Material Safety Data Sheets must accompany shipments with items of a chemical nature.
12. **NO** order is to be considered valid without a Purchase Order Number issued by the Purchasing Department. The District reserves the right to **NOT** assume responsibility for invalid purchases which are filled by a Vendor.
13. Any employee who will need access to a School Site must comply with the requirements of Ed. Code 45125.1.
14. MAIL **ALL** INVOICES TO:

**Hemet Unified School District**  
**Attn: Accounts Payable**  
**1791 W. Acacia Avenue, Hemet, CA 92545**