

# IAC JOINT BID PROGRAM DIGITIZATION OF RECORDS PURCHASE ORDER FORM

*This form must be mailed or faxed to the Vendor with  
Copy Emailed to [iac@alabamacounties.org](mailto:iac@alabamacounties.org)*

Date of Order: \_\_\_\_\_ County Purchase Order No. \_\_\_\_\_

County: \_\_\_\_\_ County Contact Person: \_\_\_\_\_

County Address: \_\_\_\_\_  
\_\_\_\_\_

County Phone Number: \_\_\_\_\_

County Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

ITB No.: \_\_\_\_\_

Estimated Number of Pages by Type (Final Amount to be Updated Based Upon Assessment by Vendor):

\_\_\_ Bound pages \_\_\_ Post Bound Pages \_\_\_ Spiral Bound Pages \_\_\_ No Binding or Other

\_\_\_ Oversized Pages \_\_\_ 16mm Rollfilm (Conversion Service) \_\_\_ 16mm Microfiche (Conversion Service)

Vendor: \_\_\_\_\_ Company Contact: \_\_\_\_\_

Vendor address: \_\_\_\_\_  
\_\_\_\_\_

Deliver to the Attention of: \_\_\_\_\_

Delivery Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested Assessment Date Deadline: \_\_\_\_\_

Name of person making purchase request: \_\_\_\_\_ Title: \_\_\_\_\_

Authorized County Signature: \_\_\_\_\_

Type initials confirming form sent to Vendor and ACCA: \_\_\_\_\_



## IAC JOINT BID PROGRAM PURCHASE PROCEDURES

All purchases pursuant to the IAC Joint Bid Program shall be made by (1) mailing, faxing, or emailing the appropriate purchase order form to the Vendor who has been awarded the contract for services ordered and (2) emailing a copy of the purchase order to the Association at [iac@alabamacounties.org](mailto:iac@alabamacounties.org). Purchase order forms and all necessary information regarding the vendor and services available can be obtained at the Association's website (<https://www.alabamacounties.org/iacprogram/>).

Each purchase order shall be signed by the person authorized by the participating county to sign and shall include the IAC Joint Bid Program Invitation to Bid Number and line item, as applicable. A copy of the form submitted shall be retained by the participating county.

The participating county shall deal directly with the company representative for the Vendor in making purchases under this program. The Vendor shall complete all orders in compliance with its contract under the IAC Joint Bid Program, and shall deal directly with each participating county in processing and completing their orders and in complying with service and warranty requirements.

It is important to remember that under *Code of Alabama 1975, § 41-16-50(b)*, all purchases made pursuant to the IAC Joint Bid Program shall be subject to the terms and conditions of Alabama's Competitive Bid Law and the participating county's ARPA award. Therefore, participating counties are only authorized to purchase the specific items awarded under the program according to the bid specifications and must comply with these procedures in placing any orders.

There can be no deletions or additions to items purchased under this program, except as specifically provided for in the bid specifications.