

IAC JOINT BID PROGRAM
PPE PURCHASE ORDER FORM

*This form must be mailed or faxed to the Vendor with
Copy Emailed to 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.: _____ Line Item No.: _____

No. of Boxes/Packs: _____ Total Cost: _____

Vendor: _____ Company Contact: _____

Vendor address: _____

Deliver to the Attention of: _____

Delivery Address: _____

Delivery Date: _____

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. 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.