



Paula A. Mahan  
Town Supervisor

**TOWN OF COLONIE**  
**General Services Department**  
Memorial Town Hall  
534 New Loudon Road  
Latham, New York 12110

Phone (518) 783-2726 Fax (518) 786-7329  
[www.colonie.org/departments/genservices](http://www.colonie.org/departments/genservices)

Douglas W. Sippel, CPPB  
Director

**CONDITIONS GOVERNING ALL TOWN OF COLONIE  
PURCHASE ORDERS**

- 1) The Town of Colonie is not responsible for materials, supplies or equipment delivered without authority of its purchase order.
- 2) All materials shipped by freight, express or parcel post must have all charges fully prepaid to point of delivery unless otherwise arranged for and expressly stated on the purchase order.
- 3) Include itemized packing slips with all shipments or deliveries. Show name of department for whom delivery is intended and purchase order number on the packing slip.
- 4) Invoices must be rendered on the date of complete shipment of all materials on Town orders. Separate invoices for partial shipments are not allowed unless otherwise arranged for and expressly stated on the purchase order.
- 5) Individual invoices are required for each order. Invoice must be itemized in detail.
- 6) Cash discount terms must be indicated on purchase order. Discount offered will be computed from the time of final inspection and acceptance at delivery or from date of vendor/contractor certified corrected billing on Town purchase order, whichever is later.
- 7) All materials, supplies and equipment received are subject to inspection and acceptance by the Town of Colonie.
- 8) If unable to fill a Town order exactly in accordance with description, unit and price thereon, communicate at once with the General Services Department, Purchasing Division at (518) 783-2726. The Town reserves the right to reject and return at shipper's expense any or all materials or supplies delivered which do not conform to our description or specifications.

- 9) If there is any part of a Town order you cannot fill promptly or within the time specified, notify the General Services Department, Purchasing Division (518) 783-2726 at once. We reserve the option to cancel the order or any part thereof if not filled promptly.
- 10) Where items are tax paid by the manufacturer, the tax should be deducted as a separate item and an exemption certificate will be executed by the Town on any such items to enable the vendor to recover the tax from the manufacturer.
- 11) Invoices must contain the Town of Colonie Purchase Order Number.

For question concerning these terms, please contact the Town of Colonie, General Services Department, Purchasing Division at (518) 783-2726 or at [purchasing@colonie.org](mailto:purchasing@colonie.org)

Effective 6/18/2019