

FULTON COUNTY  
PURCHASING DEPARTMENT  
130 Peachtree St. SW Suite 1168  
Atlanta, GA 30303-3459  
Phone # (404) 612-5800

PURCHASE ORDER

Invoices must be forwarded to:

Fulton County Public Library  
1 Margaret Mitchell Sq. NW  
7th Floor  
Atlanta, GA 30303-1089

To:

EBSCO INFORMATION SERVICES  
P O Box 2543  
  
Birmingham, AL 35202  
**Contact:** REE SHERER

Ship To Address:

Fulton County Public Library  
1 Margaret Mitchell Square  
7th Floor  
Atlanta, GA 30303

F.O.B.:

Vendor No.: FBSC500088-A

Special Instructions: BOC#24-0542 Date: 08-21-2024

Line	Commodity Code / Description	Quantity	Unit(s)	Unit Price	Total Amount
1	71510 Books, Directories, Magazines, Pamphlets, Periodicals Newspapers, Magazine and Serial Subscriptions. Contract Agreement 24ITB1288009B-PS-C. This purchase order authorizes payment for goods ordered and/or services for 24ITB1288009B-PS-C, Newspapers, Magazine and Serial Subscriptions requested by the Fulton County Public Library System. This purchase order is not to exceed \$75,000.00. The total cost of all goods and/or services requested hereunder shall not exceed the aggregate total without issuance of a Written Contract Modification. Any such Contract Modification and/or supplemental agreement shall not become effective or binding unless such modifications shall conform to the requirements of Fulton County Purchasing Code102-420 and issued by the Department of Purchasing & Contract Compliance. All orders placed and/or services requested hereunder are subject to verification and delivery must be confirmed in writing by an authorized official of the Fulton County Public Library System. Please contact Alva Burroughs at 404-612-7678 or Alva.Burroughs@fultoncountygga.gov for additional information.	0.00		\$ 0.00	\$75,000.00
DEVIATION FROM PRICES STATED IS NOT PERMITTED WITHOUT A SIGNED CORRECTED PURCHASE ORDER <b>NOTE: NOT VALID ORDER WITHOUT ACCEPTANCE OF TERMS AND CONDITIONS ON LAST PAGE.</b>					
Purchasing Agent		Refer Question To:		Purchase Order Total	
SIGNATURE Signed by: 		Buyer: Phyllis Stewart Phone #: 404-612-4215		\$75,000.00	

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VENDOR COPY

**FULTON COUNTY****PURCHASING DEPARTMENT**

130 Peachtree St. SW Suite 1167

Atlanta, GA 30303-3459

Phone # (404) 612-5800

**PURCHASE ORDER**

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<b>Purchase Order Number:</b>
PO 650 24ITB1288009B-PS-C
<b>Purchase Order Date:</b>
<b>Delivery Date:</b>
<b>Vendor No.:</b>
FBSC500088-A

## FULTON COUNTY PURCHASING DEPARTMENT "INSTRUCTIONS AND CONDITIONS"

Vendor shall submit monthly invoices for work performed during the previous calendar month, in a form acceptable to the County and accompanied by all support documentation requested by the County, for payment and for services that were completed. The County shall review invoices for approval. The County shall have the right not to pay any invoice or part thereof if not properly supported, or if the costs are not in accordance to the accepted quote/Bid/Proposal or as determined by the County, or are in excess of the actual stage of completion.

**Submittal of Invoices:** Invoices shall be submitted as follows:

**Via Mail:****OR****Via Email:**Email: **Accounts.Payable@fultoncountyga.gov**

Fulton County Government

141 Pryor Street, SW

Suite 7001

Atlanta, Georgia 30303

Attn: Finance Department – Accounts Payable

At minimum, original invoices must reference all of the following information:

- 1) Vendor Information
  - a. Vendor Name
  - b. Vendor Address
  - c. Vendor Code
  - d. Vendor Contact Information (i.e. phone, fax , email, contact person name)
  - e. Remittance Address
- 2) Invoice Details
  - a. Invoice Date
  - b. Invoice Number (uniquely numbered, no
  - c. Purchase Order Reference Number
  - d. Date(s) of Services Performed
  - e. Itemization of Services Provided/Commodity
- 3) Fulton County Department Information (needed for invoice)
  - a. Department Name
  - b. Department Representative Name
- 4) Cash discounts must be specified on the invoice

**Time of Payment:** The County shall make payments within thirty (30) days after receipt of a proper invoice.

This Purchase Order, together with the Vendor's written Quote/Bid/Proposal, form a binding agreement based upon the agreed terms between the parties.

The Purchasing Department is the only authority for transactions under this order. The Vendor is cautioned not to accept contrary instructions or conditions from any source other than the Purchasing Department Representative. Should the vendor receive, from any source, contrary instructions or conditions, the Purchasing Department Representative should be notified immediately.

Any changes or modifications to the underlying transaction shall not become effective or binding unless authorized in writing by the Purchasing Agent.

The County is exempt from Georgia State Tax and Federal Excise Tax (#58-6001729). Exemption Certificates will be issued upon request from the Purchasing Department.

VENDOR COPY