

1. **GENERAL TERMS AND CONDITIONS** of this purchase order are stated in the “Supplement to Purchase Order” and are incorporated by reference. If you do not receive this Supplement or, do not have a copy on file you may obtain the Supplement at:  
[https://finserv.uchicago.edu/sites/finserv.uchicago.edu/files/uploads/supplement\\_purchase\\_01162024.pdf](https://finserv.uchicago.edu/sites/finserv.uchicago.edu/files/uploads/supplement_purchase_01162024.pdf)
2. **MAIL ACKNOWLEDGMENT(S) TO:** the referenced BILL TO INFO located on the purchase order.
3. **INVOICES** – Render separate invoices for each purchase order. All items on invoice must coordinate with item numbers shown on this purchase order. Invoices must show our purchase order number, terms, F.O.B. point. If the name of vendor on the invoice will be other than that shown on the face of this purchase order, both names must be indicated on the invoice. Failure to do this can result in delayed payment.  
**MAIL OR FAX INVOICE(S) AND STATEMENTS TO:** the referenced BILL TO INFO located on the purchase order.
4. **F.O.B. POINT – F.O.B. DESTINATION** - The University of Chicago, Freight Prepaid and Allowed, unless otherwise shown on Purchase Order. When F.O.B. terms are SHIPPING POINT, please prepay and submit copy of prepaid expense bill with invoice. All deliveries are to be inside delivery.
5. **DISCOUNT PERIOD** – When applicable, will start from date of acceptable invoice or receipt of material whichever is later.
6. **INTEREST CHARGED ON UNPAID INVOICES** – Interest charges referenced on an invoice will not be accepted by the Buyer.
7. **LABELING OF PACKAGES** – All packages should be marked as per “SHIP TO” instructions, and showing purchase order number.
8. **CHANGES IN ORDER** – Additions, deletions, or any changes are not permitted unless authorized by the referenced BILL TO INFO located on the purchase order.
9. **ORDERS OF \$10,000.00 OR MORE** – All of the provisions of the EQUAL EMPLOYMENT OPPORTUNITY CLAUSE are set forth in the EXECUTIVE ORDER NO. 11246, are hereby incorporated by reference in this purchase order or contract.
10. **FIRE RESISTIVE RATING FOR FURNITURE, SCENERY AND DECORATIONS** – All furniture and fixtures being supplied must adhere to this policy. For product not meeting these requirements, contact Shared Services (773) 702-5800. You may obtain a copy of the requirement at:  
<http://finserv.uchicago.edu/sites/finserv.uchicago.edu/files/uploads/Documents/doc/fire.pdf>
11. **PROCUREMENT OF ELECTRICAL EQUIPMENT** – The Chicago Municipal Code requires that all equipment, devices and appliances that may be furnished under a purchase order be tested and bear a label of a recognized testing laboratory. DO NOT SHIP if your product(s) do not conform to this requirement. Contact Shared Services (773) 702 5800. You may obtain a copy of the requirement at <https://www.osha.gov/dts/otpca/nrtl/index.html#nrtls>
12. **DELIVERY VEHICLE RESTRICTIONS** – For delivery vehicle restriction information around the Main Quadrangle Pedestrian Zone, please refer to the following website at [https://safety-security.uchicago.edu/services/main\\_quadrangle\\_pedestrian\\_zone/](https://safety-security.uchicago.edu/services/main_quadrangle_pedestrian_zone/)
13. **THIS IS TO CERTIFY** that purchases and /or rentals made by the undersigned are for the exclusive use of a nonprofit educational organization and are EXEMPT from Federal Manufacturers and Retailers Excise Taxes:

CONNECTICUT	E-10044	MISSOURI	15085121
FLORIDA	85-8012616606C-7	NEW YORK	EX-125518
ILLINOIS	E99905280	TENNESSEE	4-990224865-000-0
MASSACHUSETTS	63000576	WISCONSIN	ES2365
MINNESOTA	ES-33633		
14. **SUPPLIER CERTIFIES** by acceptance of this order that neither it, nor any of its principals, or sub-contractors, that are a part of this offer is presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in Federal assistance programs or activities, and neither it, nor any of its principals or sub-contracts, is listed on the General Services Administration list of Parties Excluded from Federal Programs (available at <http://www.sam.gov>) or on the HHS/OIG list of Excluded Individuals/Entities (available at <https://exclusions.oig.hhs.gov/>).

THE UNIVERSITY OF CHICAGO  
 Mark Fehlberg  
 Assistant VP, Procurement and Payment  
 Services

Dear University of Chicago Vendor:

Effective December 3, 2018, the [billing email and mailing address](#) for all University of Chicago Purchase Order (POs) has changed. To standardize the invoice process for vendors there is a new single bill-to address or email to process invoices. **Please note this change does not impact University of Chicago Medical Center billing.**

We ask that you please update your records to note the new mailing address and email:

**US Postal address:**

The University of Chicago  
P.O. Box 1017  
South Bend, IN 46624

**Email address:**

[invoices@uchicago.edu](mailto:invoices@uchicago.edu)

Please note, the PO number must be included on the invoice. For assistance, please contact the University of Chicago Shared Services Office at 773.702.5800 or submit a inquiry at: ["Ask a Supplier/Payee Related Question"](#).

Sincerely,

The Shared Services Office  
University of Chicago