



# PITTSBURG UNIFIED SCHOOL DISTRICT

2000 RAILROAD AVENUE · PITTSBURG · CALIFORNIA 94565

TO: ALL PUSD VENDORS AND SUPPLIERS  
An Important Notice to Ensure Payment:

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**ANY DISREGARD TO THE REQUIREMENTS BELOW RISK NON-PAYMENT  
FOR SUPPLIES SHIPPED OR SERVICES RENDERED.**

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The 2018-2019 School Year began on July 1, 2018.

Any orders filled on or after July 1, 2018 **MUST HAVE** a valid purchase order, which begins with Purchase Order Number 29xxxxxxx:

- **BEFORE** an order is processed and shipped
- **BEFORE** an item is sold
- **BEFORE** services are provided to PUSD

To avoid this risk ensure:

1. We have a current W-9 form filled out.
2. You have received a current purchase order from us.
3. Any Contract or Agreement is signed by both parties.
4. Both parties have copies of the fully executed signed contract or agreement.

Please Note:

- Telephone inquiry calls, telephoned orders made to vendors, or quotes are not valid without a 2018-2019 Purchase order.
- All invoices must reference the new purchase order number for 2018-2019.

We appreciate your compliance and cooperation with our purchasing procedures and requirements.

Should you receive an order or call for service without a new purchase order, please contact us immediately. We will be glad to assist you in verifying that your order has been approved and authorized through our Purchasing System.

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