



Vendor Notification
Orangeburg County School District
Procurement Department
102 Founders Court
Orangeburg, South Carolina 29118

To: All Vendors of Orangeburg County School District

Orangeburg County School District is governed by a uniformed purchasing procedure, which requires that a Purchase Order be issued for all services, equipment, and supplies prior to ordering or shipping them; therefore, vendors are cautioned not to make deliveries to any District principal, administrator, or District site without having an authorized Purchase Order in his or her possession. **Verbal Purchase Orders will not be accepted, unless it is authorized by the Procurement Coordinator for Emergency use only. The definition of an emergency as defined in the procurement manual is: an immediate threat to public health, welfare, critical economy and efficiency, or safety may constitute an emergency.**

There will be **NO** purchasing contract between Orangeburg County School District and any vendor unless a Purchase Order has been issued prior. **If a Purchase Order has not been done prior, the district sheds all responsibility for payment.** If an order has been sent to any District location without a Purchase Order, it will be considered a gift or an RMA tag must be sent to ship it back at the vendor's expense.

Failure to adhere to the noted procedures may lead to disbarment of doing business with the District.

If you agree to the terms listed above and feel your company will be able to adhere to them, please sign below and email to greg.twitty@ocsdsc.org or mail to OCSD Procurement Department 102 Founders Court, Orangeburg, South Carolina 29118.

I would like to thank you for your interest in Orangeburg County School District. Should you have any questions, please feel free to contact me.

Sincerely,

Greg Twitty, Procurement Coordinator

Signature: _____ **Date:** _____

Company/Individual Name: _____

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***Vendor Notification Form is to be returned whether you agree or disagree.**