



# CHEROKEE COUNTY

## BLANKET PURCHASE AGREEMENT

Date: \_\_\_\_\_

Blanket Purchase Order #: \_\_\_\_\_ *For Office Use Only*

Vendor: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

This blanket purchase agreement is for the periodic purchase of goods or services you stock contingent upon your acceptance of the following provisions:

1. The blanket purchase agreement is for the following department: \_\_\_\_\_.

2. The blanket purchase agreement will be valid for only a period of time, which will not exceed one year, \_\_\_\_\_ to \_\_\_\_\_.

3. General description of supplies & services: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

4. Only the employees identified will be permitted to make purchases against this agreement and the aggregate cost of all items purchased at any one time will not exceed \$2,499.99

5. All purchases will be made using the authorized signature of the purchaser(s) identified below:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

6. Under no circumstances will the buyer be under obligation to the seller for materials or services not specifically released under the terms of this agreement.

7. A summary invoice will be submitted at least monthly or upon expiration of the blanket purchase agreement, whichever occurs first, for all deliveries made during a delivery period, identifying the delivery tickets covered therein stating their total dollar value and supported by receipted copies of the delivery tickets.

If you find the offer of a blanket purchase agreement as set forth above acceptable, please sign the agreement statement below, keep one copy for your records, and return the original copy to:

Department/Office: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

*If you have any questions or concerns in regard to this agreement, please contact the department/office referenced above.*

**Agreement: I agree to provide goods/services to the department during the time period specified in accordance with the conditions as described above. I understand that this agreement may be terminated by either party upon written notification to the other party.**

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_