## PURCHASE ORDER

**UNITED STATES DEPARTMENT OF AGRICULTURE**

### 1. PAGE NO. OF 2

### 2. RECEIVING OFFICE NO.

### 3. CONTRACT NUMBER

### 4. ORDER DATE

### 5. SF-281

### 6. UNIT CODE

### 7. FUND CODE

### 8. ORDER NUMBER

### 9. SUB.

### 9a. TYPE PURCHASE (Check One)

- [ ] PURCHASE ORDER
- [ ] DELIVERY ORDER

### 9b. SELLER'S IDENT. NO.

### 9c. FORM 1099

### 9d. TAXPAYER'S IDENT. NO.

- [ ] NO
- [ ] YES

### 10. TO: (Seller's Name, Address, City, State, Zip Code, and Phone No.)

### 11. SHIP TO

- Consignee, Address, Zip Code, and Place of Inspection and Acceptance
- PHONE (A/C & No.)

### 12. LINE ITEM

### 13. QUANT. REC'D

### 14. DESCRIPTION

### 15. BUDGET OBJECT

### 16. ACQ. LINE

### 17. QUANTITY

### 18. UNIT ISSUE

### 19. UNIT PRICE

### 20. AMOUNT

### 20a. THIS PURCHASE ORDER NEGOTIATED PURSUANT TO AUTHORITY OF 41 U.S.C. 252(c)(

### 21. F.O.B. POINT

### 22. DISCOUNT AND/OR NET PAYMENT TERMS

### 22a. TYPE COMMODITY/PAYMENT CODE

### 23. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)

### 24. SHIP VIA

### 25. ESTIMATED FREIGHT

### 26. TOTAL

### 27. **Sub-Total**

### 28. **TOTAL**

### 29. **5 10**

### 30. **1 4 1 2**

### 31b. ORDERED BY (Name and Title)

### 32. SIGNATURE AND TITLE

### 33. RECEIPT DATE

### 34. TYPE SHIPMT

### 35. RECEIVING OFFICE PHONE (A/C & No.)

### FTS COMM

### 31c. COMMERCIAL PHONE (Area Code and Number)

### 31d. FTS PHONE NO.

### 31e. AUTHORIZED SIGNATURE

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UNITED STATES DEPARTMENT OF AGRICULTURE
PURCHASE ORDER

PAGE NO. OF

ORDER DATE

ORDER NUMBER

CONTRACT NUMBER

TYPE PURCHASE (Check One)

PURCHASE ORDER
(See Reverse)

DELIVERY ORDER

SELLER'S IDENT. NO.

FORM 1099

TAXPAYER'S IDENT. NO.

NO YES

TO: (Seller's Name, Address, City, State, Zip Code, and Phone No.)

SHIP TO

Consignee, Address, Zip Code, and Place of Inspection and Acceptance

LINE ITEM

ACT CODE

DESCRIPTION

QUANTITY

UNIT ISSUE

UNIT PRICE

AMOUNT

THIS PURCHASE ORDER NEGOTIATED PURSUANT TO AUTHORITY OF 41 U.S.C. 252(c)( ).

F.O.B. POINT

DISCOUNT AND/OR NET PAYMENT TERMS

TOTAL

DELIVER TO F.O.B. POINT ON OR BEFORE (Date)

SHIP VIA

ISSUING OFFICE NAME AND ADDRESS

ORDERED BY (Name and Title)

COMMERCIAL PHONE (Area Code and Number)

AUTHORIZED SIGNATURE

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES, AND PAPERS RELATING TO THIS ORDER

FORM AD-838-7 (Rev. 7/90)
If "Purchase Order" is checked in Block 9a on Form AD-838, the following clauses apply to all purchase orders:

52.203-1 Officials Not to Benefit (APR 1984)
52.203-3 Gratuities (APR 1984) (NA to personal services.)
52.203-5 Covenant Against Contingent Fees (APR 1984)
52.203-6 Restrictions on Subcontractor Sales to Gov. (JUL 1985)
52.203-7 Anti-Kickback Procedures (OCT 1988)
52.222-3 Convict Labor (APR 1984)(Unless precluded by FAR 22.2)
52.225-13 Restrictions on Contracting With Sanctioned Persons (MAY 1989)
52.232-1 Payments (APR 1984) (NA to personal services.)
52.232-8 Discounts for Prompt Payment (APR 1989)
52.232-11 Extras (APR 1984)
52.232-25 Prompt Payment (APR 1989)
52.233-1 Disputes (APR 1984)
52.233-3 Protest After Award (AUG 1989)
52.246-1 Contractor Inspection Requirements (APR 1984)

Additional clauses that apply when applicable:

52.204-3 Taxpayer Identification (SEP 1989)(Applicable if Block 9c is marked "Yes").
52.212-9 Variation in Quantity (APR 1984)(Variations, if any, will be stated in the text of the order.)
52.213-2 Invoices (APR 1984) (Applicable when advance payments are authorized for subscriptions and other pubs.)
52.219-8 Utilization of Small Business Concerns and Small Disadvantaged Business Concerns (FEB 1990) (Applicable to orders over $10,000 except personal services.)
52.222-4 Contract Work Hours and Safety Standards Act - Overtime Compensation - General (MAR 1986) (Applicable to orders over $2,500 unless precluded by FAR 22.3)
52.222-26 Equal Opportunity (APR 1984) (Applicable if an order, or aggregate orders in a year, exceeds $10,000.)

52.222-35 Affirmative Action for Special Disabled and Vietnam Era Veterans (APR 1984) (Orders of $10,000 or more.)
52.222-36 Affirmative Action for Handicapped Workers (APR 1984) (Applicable to orders over $2,500.)
52.222-37 Employment Reports on Special Disabled Veterans and Vets of the Viet Nam Era (JAN 1988) (Orders of $10,000 or more.)
52.223-6 Drug-Free Workplace (JUL 1990) (Applicable to orders within individuals.)
52.227-19 Commercial Computer Software-Restricted Rights (JUN 1987) (Applicable to orders for commercial software.)
2.232-23 Assignment of Claims (JAN 1986) (May be applicable to orders over $1,000.)

EQUIPMENT AND SUPPLIES. Additional clauses applicable to the purchase of equipment and supplies:

52.210-5 New Material (APR 1984)
52.222-20 Walsh-Healey Public Contracts Act (APR 1984) (Applicable to orders over $10,000 unless exempt by statute or regulation.)
52.225-3 Buy American Act - Supplies (JAN 1989)
52.243-1 Changes - Fixed Price (APR 1984)
52.247-34 F.O.B. Destination (APR 1984)
52.247-35 F.O.B. Destination within Consignee's Premises (APR 1984) (Applicable if "inside delivery" is specified.)
52.249-1 Termination for Convenience of the Government (Fixed Price) (Short Form) (APR 1984)

SERVICES. Additional clauses applicable to purchase of services:

52.222-40 Service Contract Act of 1965, as Amended - Contracts of $2,500 or Less (MAY 1989)
52.222-41 Service Contract Act of 1965, as Amended (MAY 1989) (Applicable to orders over $2,500 for services subject to the Act.)
52.222-42 Statement of Equivalent Rates for Federal Hires (MAY 1989) (If applicable, rates shown in text of order.)
52.243-1 Changes - Fixed Price (AUG 1987), Alternate I (APR 1984)
52.249-4 Termination for Convenience of the Government (Services) (Short Form) (APR 1984)
52.249-5 Termination for Convenience of the Government (APR 1984) (For Educational and Other Non-Profit Inst.)

PERSONAL SERVICES. Substitute the following if personal services:

52.249-12 Termination (Personal Services) (APR 1984)
52.232-3 Payments Under Personal Services Contracts (APR 1984)