**General Purchase Conditions of the Penn Township Athletic Association (PTAA) Approved 1/12/19**

**ARTICLE 1: Condition and Agreement**

* 1. These general purchase conditions shall govern and form an integral part of all agreements entered into, all purchases placed by PTAA and all offers, quotations and tenders, in the widest sense of these terms, drawn up by Supplier. Additional or different terms and conditions proposed by Supplier shall be void and of no effect unless accepted in writing by the PTAA board.
  2. In these general purchase conditions, the Supplier is understood to be any private or public (legal) entity as well as their legal successors with whom PTAA has concluded, or intends to conclude, an agreement for the supply of finished goods or services.
  3. In the event of a conflict between the Supplier’s terms of acceptance and the PTAA terms and conditions, the PTAA terms and conditions shall govern unless the PTAA Board agrees in writing to the Supplier’s proposed terms.

**ARTICLE 2: Pricing and Invoicing**

2.1 Any offers, quotations and/or tenders drawn up by Supplier are irrevocable.

2.2 All prices and rates quoted are fixed for the validity period mentioned in the offer.

2.3 All suppliers are required to digitally submit all invoices to [invoice@playptaa.com](mailto:invoice@playptaa.com)

**ARTICLE 3: Payment Terms**

3.1 Unless agreed otherwise, all invoices shall be paid as per the payment term mentioned in this document.

3.2 Payment terms for PTAA are NET 30 from time invoice is received digitally. Any invoice mailed or hand delivered has a payment term of NET 60.

3.3 Payments are valid only when submitted with 2 board member signatures.

3.4 Payments are sent after invoices are reviewed during each monthly board meeting

**ARTICLE 4: Approvals**

4.1 Only officers of the PTAA boards are authorized to enter into agreement for payment with a PTAA supplier.

4.2 All bids and quotes must be signed prior to invoicing. Verbal approvals do not represent binding agreement to pay.

4.3 Division Directors are authorized to enter into purchasing agreements valued under $1000 only. Only one board member signature on the single bid or quotes required. Invoice payment approval required by that director only.

4.4 Any purchase valued over $1000 requires the approval of the PTAA board. President or Vice President and Treasurer required to sign bids or quotes. Invoice payment approval required from quorum of PTAA board.