

[DEPARTMENT NAME
DIVISION NAME
ADDRESS, FLOOR/SUITE
CITY, COLORADO ZIP]

DATE: _____

IMPORTANT
The PO# and Line Item #
must appear on all invoices,
packing slips, cartons, and
correspondence.

ACC: _____



**PURCHASE
ORDER**
STATE OF COLORADO

Buyer: _____
Phone Number: 303-_____
Agency Contact: _____
Phone Number: 303-_____

P.O. # _____
Page # _____
State Award # _____

FEIN ##### G Phone: 303-764-7926
Vendor Contact: THIRZA KENNEDY
Purchase Requisition #:

BID # _____

V
E GOVERNOR'S OFFICE OF INFORMATION TECHNOLOGY
N 601 E. 18TH AVENUE, SUITE 250
D DENVER CO 80203
O
R

Invoice in
Triplicate

To: [DEPARTMENT NAME
DIVISION NAME
ADDRESS, FLOOR/SUITE
CITY, COLORADO ZIP]

Payment will be made by this agency

Ship

To: [DEPARTMENT NAME
DIVISION NAME
ADDRESS, FLOOR/SUITE
CITY, COLORADO ZIP]

INSTRUCTIONS TO VENDOR:

1. If for any reason, delivery of this order is delayed beyond the deliver/installation date shown, please notify the agency contact named at top left. (Right of cancellation is reserved in instances in which timely delivery is not made.)
2. All chemicals, equipment and materials must conform to the standards required by OSHA.
3. NOTE: Additional terms and conditions on reverse side.

Delivery/Installation Date: _____
F.O.B DESTINATION STATE PAYS NO FREIGHT

SPECIAL INSTRUCTIONS:

LINE ITEM	COMMODITY/ITEM CODE	UNIT OF MEASURE	QUANTITY	UNIT COST	TOTAL ITEM COST
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01		EACH			
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Purpose Statement - The purpose of this PO is to consolidate [software name; Novell] software needs of [agency name] into the OIT Enterprise Agreement and to provide funding to OIT in order to pay for these needs.

Statement of Work:

1-Purchase of Licenses – [Agency] has a need for [software name; Novell] software licensing per the attached quote and OIT has an Enterprise Agreement that these licenses will be consolidated under. These licenses will be co-termed to match the existing enterprise license. License quantity, product, version and license type may be modified at any time by written agreement (e.g., email, letter, etc.) between the Parties (Agency and OIT). If these changes increase the maximum dollar amount, this interagency PO will be modified.

2-License Terms – [Agency] and OIT agree to abide by the terms of the [software name; Novell] license agreement.

3-Asset Recognition and Tracking – [Agency] is responsible for asset recognition in accordance with applicable state and federal requirements. OIT is responsible for tracking assets/licenses. These Parties will jointly conduct an annual reconciliation of assets/licenses.

4-Payment - [Agency] will provide the funds necessary to cover software licensing, maintenance and renewals for the software. The maximum amount payable under this interagency PO to OIT is \$_____.

THIS PO IS ISSUED IN ACCORDANCE WITH STATE AND FEDERAL REGULATIONS.

FOR THE STATE OF COLORADO

Authorized Signature