FOR AGENCY USE ONLY

UNITED STATES DEPARTMENT OF AGRICULTURE
PURCHASE ORDER

1 PAGE NO. 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.)

Check One FTS COMM

12 LINE ITEM 13 QUANT. RECED 14 DESCRIPTION

15 BUDGET OBJECT 16 ACC. 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

Sub-Total 25

23 DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 24 SHIP VIA 26 ESTIMATED FREIGHT

TOTAL 27

28 A 5 29 B 10 30 C 3 31 D 4 32 E 1 33 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 35e AUTHORIZED SIGNATURE

This form was electronically produced by Elite Federal Forms, Inc. FORM AD-838-7 (Rev. 7/90)
UNITED STATES DEPARTMENT OF AGRICULTURE
PURCHASE ORDER

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

SHIP TO

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

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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

FORM AD-838-7 (Rev. 7/90)
GENERAL. 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)