School Social Work Association of America

# Purchase Order Terms and Conditions

The School Social Work Association of America is pleased to accept Purchase Orders (PO) for specified goods and services. Purchase Orders are accepted when noted in payment options.

**Definitions:**

Goods: Products sold such as books, mugs, t-shirts, portfolios, and other physical products.

Services: Professional services such as professional development events (i.e. SSWAA National Conference), trainings (i.e. online courses or webinars), and/or annual membership.

1. **Acceptance**: Purchase Orders are accepted for ***specified*** goods and/or services as a courtesy to allow district staff the ability to process an order and/or secure registration, allowing time for the district to issue payment for specified goods/services.
2. **Invoices**: Invoices are autogenerated at the time of order or registration. Invoices will be reissued with the Purchase Order number noted upon receipt of the district's Purchase Order. It is the responsibility of the individual making the order or registration to forward the invoice to the proper district entity/department. An invoice number(s) must be included on the check payment. A link is provided on the invoice if a district wishes to make payment online with a credit card.
3. **Payment Terms**: Districts have varying policies, procedures, and timelines for issuing payment for a Purchase Order. An invoice number(s) must be included on the check payment for timely and accurate account crediting.
    a. **Goods**: Check payment is expected within 30 days of the order for any goods.
    b. **Services**: For a service, check payment is expected within 30 days of registration or at the time the service is rendered. Access to a service may be denied if payment is not received when service is rendered.
    ** The Purchase Order secures a service registration until check payment can be processed.*
4. **Timeline**: An order for goods will be processed within 10 days. Buyer will be notified if any goods are on backorder or are unavailable.
5. **Changes:** Changes to a Purchase Order may be requested. Changes will be accommodated based on availability of goods and/or services. Substitutions that do not impact the invoice amount will be allowed.
6. **Cancellation:** A cancellation for goods can be made if no cost has been incurred by the supplier (SSWAA). Cancellation requests for services should be made to the Executive Director and are only allowed if they fall within the published cancellation dates and in line with published cancellation policy. *Please see Conference Policies for further details specific to conference cancellation.*
7. **Disclaimer:** SSWAA is not responsible for related costs incurred when these terms are not followed. If an individual or district defaults on these terms, any additional travel costs, hotel costs, etc. are the responsibility of the individual and/or district.