



# Purchase Order

## PO Terms & Conditions:

<https://www.fau.edu/procurement/files/potermes.pdf>

Direct All Correspondence to:

Director of Purchasing

Florida Atlantic University

PO Box 3091

Boca Raton, Florida 33431-0991

Tax Exemption Numbers

**FLORIDA : 85-8012496530C-5**

**FEDERAL: 65-0385507**

Purchase Order Number	PO-P2504706
Purchase Order Date	08/26/2024
Payment Terms	Net 40
Payment Type	ACH
Buyer	Adam Kleinrock (Z23500102)
Phone Number	+1 (561) 2973126
Email	akleinrock2019@fau.edu

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Supplier:
Joni-Ken, Inc 141 NW 20th St., D-3 Boca Raton, FL 33431 United States of America

Ship To:
Florida Atlantic University 777 Glades Rd. OD 93 Room 201 Boca Raton, FL 33431 United States of America Lorraine Gallerani (Z80002461)

Comments:
AK 8/26/24 POC: Lorraine Gallerani lgallerani@fau.edu +1 (561) 297-3220 Per attached quote# JH082224a

Bill To:
Office of Controller Florida Atlantic University PO Box 3091 Boca Raton, Florida 33431-0991 Invoices should be emailed to: <a href="mailto:accountspayable@fau.edu">accountspayable@fau.edu</a> <b>NOTE:</b> All invoices shall display the FAU Purchase Order Number and Agreement Number (when applicable)

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	110.25	0.00	110.25

Goods Lines							
Line Number	Quantity	Item Name	Description	Required Date	Unit of Measure	Unit Price	Line Amount
1	1		Award for Terry Branstad -Ambassador Terry Branstad - Dean's Distinguished Award for Entrepreneurial Leadership Need by September 16, 2024		Each	110.25	110.25

Messages
122 - No vehicles, trucks or heavy equipment are to be driven on unpaved areas of campus, without prior consent & approval from FAU Buildings and Grounds Department. This restriction is to protect sensitive open fields and habitat preserves from unforeseen damage.
26 - Debris: The Vendor shall be responsible for the prompt removal of all debris which is a result of the delivery.
34 - Vendor shall contact specified POC 24 hours prior to delivery.
503 - In accordance with Written quote
518 - The Purchase Order Terms and Conditions ("PO Terms") linked here are hereby incorporated into this purchase by this reference. By accepting payment and/or providing the goods and/or services, Vendor acknowledges and agrees to the PO Terms.
519 - As a State University, the payment terms are Net-40 after receipt of the goods/services in accordance with the current State of Florida Statutes (Section 215.422(3)(b), Florida Statutes.
76 - All shipments must have the Purchase Order Number clearly visible on the outside of each package or the shipment will be refused.

FLORIDA ATLANTIC UNIVERSITY  
(A member of the State University System)

*Maria L. Brinite-Yerganian*

Director of Procurement  
For and on behalf of the FAU Board of Trustees  
a public body corporate of the State of Florida



# FLORIDA ATLANTIC UNIVERSITY

## PROCUREMENT- PAYABLES – **INVOICE REQUIREMENTS** FOR SUPPLIERS

Dear Florida Atlantic University Suppliers:

Thank you for your continued partnership with our university. For timely invoice processing, please review the following requirements and update your processes accordingly.

**1. All Invoices **MUST** include the following information:**

- Supplier name and remit to address;
- Invoice Number (unique number per invoice);
- Invoice Date;
- **FAU Purchase Order Number – the **PO number MUST** be current and valid for this Fiscal year**
- FAU Contact Person and/or Department;
- Description of goods and/or services;
- Quantity, Unit Cost and/or extended amount for each invoice line; and
- Total amount due and payment terms.
  - Please note, FAU's prompt payment policy allows up to forty (40) days for a supplier payment (See **Settlement Reminders on page 2 for additional information**).
- **It is the responsibility of the supplier to submit invoices with the above-referenced information or the supplier may risk non-payment for goods/services.**

**2. Invoice Submission:**

- Invoices should be submitted directly to FAU Accounts Payable at [accountspayable@fau.edu](mailto:accountspayable@fau.edu):
  - One invoice per document (**PDF ONLY**) clearly marked with PO Number
  - DO NOT SEND invoices in Excel, Word, Msg
  - Do not send duplicate invoices
  - Construction/Facilities or Grant/sub-awards vendors may follow a separate invoice submission process. Please verify this with the FAU dept. contact.
- **Please note, this email address **IS NOT** monitored for correspondence and **MUST only be used to submit invoices**. For questions/inquiries regarding invoice submission and/or approval status, please see contact information below.**

**3. Questions:**

- For questions/invoice inquiries, please contact your accounts payable specialist (see our staff directory.)
- **Please allow 48-72 hours for our Payables Team to review and respond to emails received.**
  - Mail: Florida Atlantic University  
Procurement/Payables Services  
777 Glades Rd, ADM 10, Room #146  
Boca Raton, FL 33431-0991

Awards and More by Academy

The Shops at University Park  
141 NW 20th St  
Ste. D3  
Boca Raton, FL 33431

Estimate

Date	Estimate #
8/22/2024	JH082224a

Name / Address
Florida Atlantic University 777 Glades Road Boca Raton, FL 33431 ATTN: Lorraine Gallerani

			Project
Description	Qty	Cost	Total
7 3/4 Silver Diamond Impress	1	110.25	110.25T
Includes engraving text and logo			
Non taxable		0.00%	0.00
		<b>Total</b>	\$110.25

Customer Signature \_\_\_\_\_