

# TERMS AND CONDITIONS FOR USE OF THE BLANKET ORDER PROGRAM

The undersigned, by signature on this document, verifies that he/she has read and understands the Blanket Order Program, the Blanket Order procedures and furthermore agrees to abide by those instructions and the following conditions:

- All purchases will be for official use only; no purchase of items for personal use will be made.
- Responsibility for assuring that purchases are authorized and in accordance with all policies and procedures will rest with the undersigned. In cases where doubt exists over the legitimacy of a purchase or of the procedure, the undersigned is responsible for seeking advice from the Purchasing Department prior to the purchase.
- The undersigned will notify the Purchasing Department upon the termination and or changes to his/her current employment status.

I, the undersigned, have read and understand this document and the documents referenced and voluntarily agree to accept responsibility for the authority to place orders utilizing the SAIC-Frederick Blanket Order Program.

as **User/Buyer**

as **User/Requestor**

\_\_\_\_\_  
(Program Area)

\_\_\_\_\_  
(Building and Room)

\_\_\_\_\_  
(Typed or Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Telephone Number)