

Taylor County District School Board

Addendum to Federal Contracts and Purchase Orders in Excess of \$10,000

In accordance with Title 34, Section 80.36(i) and Title 45, Section 92.36(i), all contracts and purchase orders involving Federal funds in excess of \$10,000.00 are required to contain the following provisions:

- 1) This contract or PO may be terminated for cause or for convenience. Such termination will be made with written notice to the vendor providing the goods or services. Payment will be rendered for goods received in acceptable condition and on a timely basis, and for services provided at the time of the termination, given that the services are acceptable and timely.
- 2) The vendor agrees to retain all required records, such as payroll timekeeping records, for a period of three years after receiving final payment and closure of any pending matters.
- 3) The vendor agrees to allow access to any books, documents, papers, and records which are directly pertinent to that specific agreement, for the purpose of making audit transcriptions. Such access may be by the Taylor County District School Board, a sub grantee of the District, the Comptroller General of the United States, or any of their duly authorized representatives.

Purchase Order # _____

Vendor Name _____

Vendor Address _____

Authorized representative (Print Name) _____

Signature _____ Date _____