

CAUTION:

**IF YOU ARE USING A PUBLIC ACCESS
COMPUTER, (I.E., PUBLIC LIBRARY, ETC.)
BE CERTAIN YOU DRAG THIS FORM TO THE TRASH CAN
AND EMPTY THE TRASH WHEN FINISHED.**

**THIS WILL PREVENT UNAUTHORIZED
ACCESS TO PERSONAL INFORMATION SUCH AS
YOUR NAME, HOME ADDRESS, AND
SOCIAL SECURITY NUMBER.**

Purchase Order Terms and Conditions

FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (JUN 1988). This contract incorporates the following clauses by reference with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. See attached Form NIH 2555-1 (Front) for the list of clauses, and Form NIH 2555-1 (Back) for invoice and payment provisions.

Delivery/Inspection/Acceptance Report

First Delivery Report	Second Delivery Report	Third Delivery Report
Date delivered	Date delivered	Date delivered
Location delivered	Location delivered	Location delivered
Number of shipping containers/boxes	Number of shipping containers/boxes	Number of shipping containers/boxes
Condition of shipping container(s)	Condition of shipping container(s)	Condition of shipping container(s)
Contractor's reference no.	Contractor's reference no.	Contractor's reference no.
Name of receiving official (<i>print</i>)	Name of receiving official (<i>print</i>)	Name of receiving official (<i>print</i>)
Signature of receiving official	Signature of receiving official	Signature of receiving official
Title of receiving official	Title of receiving official	Title of receiving official
Building/room and phone no.	Building/room and phone no.	Building/room and phone no.
Inspection/Acceptance Report	Inspection/Acceptance Report	Inspection/Acceptance Report
Date inspected	Date inspected	Date inspected
All items shipped? <input type="checkbox"/> Yes <input type="checkbox"/> No	All items shipped? <input type="checkbox"/> Yes <input type="checkbox"/> No	All items shipped? <input type="checkbox"/> Yes <input type="checkbox"/> No
If "no" (partial shipment), list items delivered: _____ _____ _____	If "no" (partial shipment), list items delivered: _____ _____ _____	If "no" (partial shipment), list items delivered: _____ _____ _____
Ready for final receiving? <input type="checkbox"/> Yes <input type="checkbox"/> No If "no," use next column when delivered.	Ready for final receiving? <input type="checkbox"/> Yes <input type="checkbox"/> No If "no," use next column when delivered.	Ready for final receiving? <input type="checkbox"/> Yes <input type="checkbox"/> No If "no," use next column when delivered.
Signature of govt. official	Signature of govt. official	Signature of govt. official
Title of govt. official	Title of govt. official	Title of govt. official
Date of acceptance	Date of acceptance	Date of acceptance

Report of Rejections

Date	Item No.	Description	Unit	Quantity Rejected	Reason for Rejection