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| Minnesota Pollution Control Agency (MPCA), 520 Lafayette Road North, St. Paul, MN 55155-4194 | Subcontractor Goods and/or Services Purchase Order FormCommodities and/or non-professional technical service projects up to $50,000 for MPCA ContractsSection 2*Doc Type: Contract* |

This form to be used by the Minnesota Pollution Control Agency (MPCA) Contractor after soliciting bids for goods and/or services only.

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| Contract title: |       | Contract number: |       |
| MPCA purchase order number: |       | Project name: |       |

**Subcontractor information**

|  |  |
| --- | --- |
| Subcontractor name: |       |
| Address: |       |
| City: |       | State: |       | Zip code: |       |
| Contact name: |       | Phone: |       | Vendor quote no.: |       |

**Supplemental terms**

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| 1. | Show the Contract number on invoice and all tags, packages, and correspondence. |
| 2. | This MPCA Subcontractor Goods and/or Services Purchase Order Form incorporates by reference all terms, conditions, and specifications of the Contract, the RFB and vendor’s response. In case of a conflict in terms, the order of precedence shall be: First; this MPCA Subcontractor Goods and/or Services Purchase Order Form, second; the RFB, third; the vendor’s response. |
| 3. | All deliveries/services hereunder shall comply with all applicable state of Minnesota and federal laws. |
| 4. | Invoices must match line items on the MPCA Subcontractor Goods and/or Services Purchase Order Form. |
| 5. | Notwithstanding any language to the contrary herein, the  |       | shall be solely |
|  | responsible for the payment of the amounts payable by the state of Minnesota under this MPCA Subcontractor Goods and/or  |
|  | Services Purchase Order Form, as provided in MPCA Contract No. |       | . |
|  | The MPCA Contractor’s responsibility under this MPCA Subcontractor Goods and/or Services Purchase Order Form is to make payments of amounts due hereunder, and as provided in requests for payment submitted and approved by the State. |

**Ship to information**

|  |  |
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| Name: |       |
| Address: |       |
| City: |       | State: |       | Zip code: |       |
| Contact name: |       | Phone: |       | Discount terms: |       |
| Ship via: |       | Freight terms: |       | Requested delivery: |       |

**Bill to information**

|  |  |
| --- | --- |
| Name: |       |
| Address: |       |
| City: |       | State: |       | Zip code: |       |
| Contact name: |       | Phone: |       |

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| --- | --- | --- | --- | --- | --- |
| **Line** | **Description** | **Quantity** | **Unit** | **Unit price** | **Amount** |
|    |       |       |       |       |       |
|    |       |       |       |       |       |
|    |       |       |       |       |       |
|    |       |       |       |       |       |
| **Order total** |       |
| MPCA Contractor signature: |       | Date: |       |
|  | *(This document has been electronically signed.)* |  | *(mm/dd/yyyy)* |
| MPCA Contract number: |       | Purchase order number: |       |