

**MOFFITT CANCER CENTER  
ACKNOWLEDGEMENTS AND TERMS & CONDITIONS**

**I. VENDOR CHECK-IN POLICY**

- EFFECTIVE MAY 1, 2007, THE CENTER HAS IMPLEMENTED THE FOLLOWING REQUIREMENTS FOR VENDOR REPRESENTATIVES. ALL REPRESENTATIVES MUST CHECK-IN AT ONE OF THE CENTER'S FOUR REGISTRATION DESKS TO OBTAIN A VENDOR IDENTIFICATION BADGE. REPRESENTATIVES MUST BE ESCORTED BY MOFFITT STAFF WHEN VISITING SENSITIVE AREAS OF THE CENTER. FOR FURTHER INFORMATION, PLEASE CONTACT THE PURCHASING DEPARTMENT AT 813-745-7840.

**II. ACKNOWLEDGEMENT REQUIRED**

- ACKNOWLEDGEMENT OF PURCHASE ORDER PRICE AND AVAILABILITY REQUIRED. FAX TO PURCHASE ORDER FAX CONFIRMATION 1. CONFIRM PRICING AND PRODUCT AVAILABILITY 2. UNLESS OTHERWISE NEGOTIATED, MUTUALLY AGREED IN WRITING, AND REFERENCED HEREIN AS A SEPARATE DOCUMENT, STANDARD CONDITIONS OF PURCHASE ARE APPLICABLE TO THIS TRANSACTION AND CANNOT BE MODIFIED VIA VENDOR'S ACKNOWLEDGEMENT. PRODUCTS ORDERED HEREIN MUST BE FDA APPROVED. PRIOR TO SHIPMENT, VENDOR MUST IDENTIFY ANY PRODUCT WITHOUT FDA APPROVAL. THE CANCER CENTER, AT ITS SOLE DISCRETION AND WITHOUT PENALTY, RESERVES THE RIGHT TO CANCEL OR RETURN PRODUCT THAT IS NOT FDA APPROVED.

**III. ACKNOWLEDGE PRICES**

- ANY PRICE LISTED ON THE PURCHASE ORDER THAT MAY BE INCORRECT MUST BE ACKNOWLEDGED VIA FAX TO THE FAX CONFIRMATION # ON THE PURCHASE ORDER PRIOR TO SHIPMENT OF GOODS. FAILURE TO DO SO WILL INDICATE VENDOR ACCEPTANCE OF PRICE AS LISTED. PRICES ON INVOICES THAT DIFFER FROM PURCHASE ORDER PRICE AND THAT WERE NOT CONFIRMED AS REQUIRED WILL NOT BE PAID AND INVOICE MAY BE SHORT PAID.

**IV. DELIVERY INSTRUCTIONS**

- DELIVERY DATES INDICATED ARE ESTIMATES. PRODUCT TO BE SHIPPED IN THE MOST TIMELY MANNER; HOWEVER, EXPEDITED OR OVERNIGHT SHIPMENTS, INCLUDING WEEKEND AND HOLIDAY DELIVERIES, ARE ONLY REQUIRED IF PURCHASE ORDER IS INDICATED AS RUSH OR PRODUCT STABILITY REQUIRES SPECIAL HANDLING. RECEIVING HOURS ARE 8:00 AM TO 3:30 PM MONDAY THROUGH FRIDAY. PURCHASE ORDER NUMBERS SHOULD BE REFERENCED ON OUTSIDE OF PACKAGES. DO NOT SEND ATTENTION TO A PERSON'S NAME.

**V. PURCHASE ORDER CONDITIONS**

- STANDARD PURCHASE ORDER TERMS AND CONDITIONS ARE APPLICABLE TO THIS TRANSACTION. A COPY OF THE PURCHASE ORDER TERMS AND CONDITIONS CAN BE OBTAINED BY CALLING THE PURCHASING DEPARTMENT AT 813-975-7840. IN THE EVENT OF A DIFFERENCE BETWEEN PURCHASE ORDER TERMS AND CONDITIONS AND ANY APPLICABLE DOCUMENT INCLUDING VENDOR DOCUMENTS, THE PURCHASE ORDER TERMS AND CONDITIONS SHALL PREVAIL UNLESS SPECIFIC WRITTEN AGREEMENT SIGNED BY BOTH PARTIES IS EXECUTED. CHANGES TO TERMS AND CONDITIONS VIA CONFIRMATION/ACKNOWLEDGEMENT ARE NOT ACCEPTABLE. VENDOR MUST NOTIFY PURCHASER/BUYER IN WRITING WITHIN (5) WORKING DAYS OF ISSUE DATE OF PURCHASE ORDER IF PURCHASE ORDER TERMS AND CONDITIONS ARE NOT ACCEPTABLE. FAILURE TO PROVIDE NOTIFICATION WILL CONSTITUTE VENDOR'S ACCEPTANCE OF TERMS AND CONDITIONS AS OUTLINED ON PURCHASE ORDER.