

VENDOR AGREEMENT

We are excited to partner with our students in the purchase of curriculum and supplies. We invite you to be an official HCOS Curriculum Supplier. We issue each of our enrolled students a PO Number to be used with authorized suppliers. [PO#s change each year and expire May 15th of each school year](#). The first 4 digits of the PO# denotes the school year (i.e. 1415.....). Thank you.

NOTE: If you are a Lesson Provider please see the "Lesson Provider Agreement" (separate document)

We have a few guidelines for our Curriculum Suppliers:

- Terms of payment - 30 days from the date the invoice is received by HCOS.
- Supplier must use the student's current Purchase Order Number on each invoice.
- Please send separate invoices for each Purchase Order Number and include the family name as well.
- Any RETURNS done after HCOS has paid the bill will be a credit for HCOS.
- After receiving the invoice if HCOS determines the family no longer has any money available the bill will be re-directed by the supplier to the family for payment.

If you would like to participate in this program please fill out the information, sign and submit to HCOS Office:

Lesson Provider (Vendor) Name

Payable To (Very Important)

Mailing Address

Website (Optional)

Contact

Signature

Email

Phone

Date

**Please submit this form and all INVOICES to: [Heritage Christian ONLINE School, 905 Badke Road, Kelowna, BC V1X 5Z5](#)
OR Email to: accounts@onlineschool.ca**