**Section 2600.1210 Obligations of Participating Governmental Units**

If governmental units choose to use contracts established by SBEL or by CMS on behalf of SBEL, they must:

a) provide to the CPO a copy of the ordinance or resolution passed by the governing body of the governmental unit giving authority to make purchases from contracts issued by the State of Illinois;

b) make all purchases under the State contracts for public use only and specifically prohibit personal use or consumption by any individual, public employee or official;

c) make payment to the vendor within 30 days after receipt of supplies or services;

d) place orders with the supplier directly using their own purchase order forms. A copy of the purchase order must also be sent to the CPO. This copy will be used for statistical purposes and will serve as notice that the governmental unit has complied with the bid action;

e) inspect all items immediately for compliance with the contract specifications and report to the CPO any failure of suppliers to comply with contract requirements;

f) attempt to resolve disputes with the vendor before involving SBEL.