


# What is a contract?

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 Contracts are written agreements between a buyer (the State) and a seller (the vendor). These documents specify various terms and conditions to which the parties must adhere. Terms may consist of price, delivery, description of commodity or service, payment, duration of contract, liability clauses and other legally compliant clauses. A Purchase Orders (PO) is a basic contractual document. New York State defines a contract as "a written agreement or purchase order instrument. (Section 310(13) of NYS Executive Law, Article 15-A)."

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