



USING MOHAVE ERATE CONTRACTS

Rev. 1/6/11

JTP/JET

We trust this guide will help members make Erate purchases with our contracts. The process begins after the member receives funding approval from the Schools and Libraries Division (SLD).

- **Prepare an Erate purchase order for Mohave's admin fee**
 - The vendor is Mohave Educational Services Cooperative, Inc.
 - Note that the PO is for an Erate purchase.
 - List the vendor's Mohave Contract Number.
 - Provide a description of the project, list the goods and services to be purchased, and provide Mohave contract prices in the body of the PO.
 - For long detailed orders, members may provide the project's description in the body of the PO and attach the details on separate sheet or vendor quote.
 - *PO amount will be 1% of the Mohave contract price for all goods and services. (Admin fee is based upon the actual cost of goods and services, both the SLD funded and unfunded amounts.)*
 - Mohave's Erate contract prices do not include admin fee because USAC will not pay admin fees.
 - *A sample Erate PO for Mohave's admin fee is on the reverse side of this document.*
- **Prepare an Erate purchase order for the goods and services**
 - The vendor is the Mohave Erate vendor providing the goods and services
 - Note that the PO is for an Erate purchase.
 - List the vendor's contract number.
 - Provide a description of the project, list the item(s) to be purchased, and provide Mohave contract price(s) in the body of the PO.
 - For long detailed orders, members may provide the project's description in the body of the PO and attach the details on separate sheet or vendor quote.
 - *PO amount will be the amount the member will pay directly to the vendor (the amount not funded by the SLD).*
 - Mohave's admin fee is not included in this amount.
 - *A sample Erate PO for goods and services is on the reverse side of this document.*
- **Send both purchase orders to Mohave for review**
 - Attach a copy of the vendor's quote.
 - Attach a copy of the SLD Funding Commitment Report.
 - Highlight the section of the Funding Commitment Report that applies to the POs.
- **Mohave will email approvals to the member & vendor, including**
 - The member PO with the "MESC Reviewed" stamp.
 - An "Erate Summary" with total project cost and other information.
 - Vendor should only start work after receipt of the MESC Reviewed PO and Erate Summary.
- **Vendor will perform the work in accordance with the contract and the purchase order**
- **Vendor will invoice the Universal Service Fund for the SLD-funded portion of goods & services**
 - Universal Services Fund payment will be made directly to the vendor.
- **Vendor will invoice the member for the balance of goods & services cost**
 - Member payment will be made directly to the vendor.
- **Mohave will invoice the member for Mohave's 1% admin fee**
 - Member's admin fee payment will be made directly to Mohave.
- **Direct inquiries to Julia Tribbett, Director, Business & Operations, 928-718-3074 or julia@mesc.org.**

Mohave assists members with purchase verification, but member must independently verify that quotations and purchase orders comply with the terms of the contract. Contract documentation is available on our website to assist in meeting this due diligence responsibility.

Sample Erate Purchase Orders

Sample Erate Admin Fee Purchase Order

A Mohave Admin Fee PO is issued and sent to Mohave.

A description of the Erate project is provided in the body of the PO. This example contains the information Mohave needs for prompt review of the PO.

EXHIBIT
SAMPLE ERATE PURCHASE ORDER FOR MOHAVE'S ADMIN FEE

Purchase Order	XYZ Member Organization 123 Member Street Phoenix, AZ 85012	PO No. 90002
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Mail invoices to above address PO # must be on all documents
MSDS sheets must accompany all products

PO Date: 7/01/09 **Questions?** Jane Buyer 602-321-6543

PO Issued To: Mohave Educational Services Cooperative, Inc.
625 E. Beale St.
Kingman, AZ 86401

Ship To: Attn: Central Receiving
XYZ Member Organization
1000 Receiving Lane
Phoenix, AZ 85012

Vendor Phone: 928-753-6945 Fax: Project #: **Contact:** Bill Smith 602-277-4290

Qty	Unit	Part #	Description	Tax	Freight	Unit	Extended
1	EA		Admin Fee for Erate Purchase As Per Attached Quote #4567 Provide Erate Networking Service From ABC Vendor Company Project Subtotal: \$25,000.00 Mohave Admin Fee: \$25,000 X .01=\$250.00 Mohave Contract #08-ABC-1234 See PO #90010 to ABC Vendor Company			250.00	250.00

Attached: Copy Erate Goods & Services PO to ABC, Vendor Quote & SLD Funding Commitment Report

APPROVAL SIGNATURES Joe E. Purchase

Sub-Total:	250.00
Freight:	.00
Tax:	.00
Total Amount:	250.00

Order Via: **Email**

FILE COPY

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Notes:
Receiving Department Closed Fridays
Order must be received by 6/30/10

The PO amount is equal to Mohave's 1% admin fee. **The admin fee amount is 1% of the total cost of goods and services.**

Member will issue a separate Erate goods & service PO. That PO is issued to the Mohave vendor and sent to Mohave for review. Copies of the goods & services PO, the vendor's quote, and the SLD's Funding Commitment Report must accompany the Erate POs sent to Mohave.

Sample Erate Goods & Services Purchase Order

A Goods & Services PO is issued to the vendor and sent to Mohave for review.

A description of the Erate project is provided in the body of the PO. This example contains the information Mohave needs for prompt review of the PO.

EXHIBIT
SAMPLE ERATE PURCHASE ORDER FOR GOODS & SERVICES

Purchase Order	XYZ Member Organization 123 Member Street Phoenix, AZ 85012	PO No. 90003
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Mail invoices to above address PO # must be on all documents
MSDS sheets must accompany all products

PO Date: 7/01/09 **Questions?** Jane Buyer 602-321-6543

PO Issued To: ABC Vendor Company
456 Vendor Avenue
Tucson, AZ 85705

Ship To: Attn: Central Receiving
XYZ Member Organization
1000 Receiving Lane
Phoenix, AZ 85012

Vendor Phone: Fax: Project #: **Contact:** Bill Smith 602-277-4290

Qty	Unit	Part #	Description	Tax	Freight	Unit	Extended
1	EA		Erate Purchase Provide Erate Networking Service Per Attached Quote #4567 SLD Funded Amount: \$22,500 (Per attached SLD Funding Commitment Report) Mohave Contract #08-ABC-1234			22,500.00	22,500.00

Attached: Copy of Mohave Erate Admin Fee PO, Vendor Quote & SLD Funding Commitment Report

APPROVAL SIGNATURES Joe E. Purchase

Sub-Total:	22,500.00
Freight:	.00
Tax:	.00
Total Amount:	22,500.00

Order Via: **Email**

FILE COPY

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Notes:
Receiving Department Closed Fridays
Order must be received by 6/30/10

The PO amount is equal to the amount the member will pay directly to the vendor. (The amount **not** funded by the SLD.)

Member will issue a separate Erate PO for Mohave's admin fee. That PO is issued to Mohave and sent to Mohave for review. Copies of the admin fee PO, the vendor's quote, and the SLD's Funding Commitment Report must accompany the Erate POs sent to Mohave.