



Vendor Handbook



A guide to help Mohave Vendors provide quality goods and services to Mohave Members throughout Arizona

Revised August 11, 2023

**Mohave Educational Services
Cooperative, Inc.**

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www.mesc.org

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Welcome New Mohave Vendor



Welcome to the prestigious group of Mohave contracted vendors serving our members throughout Arizona. We look forward to working with you and your organization. This handbook has been prepared to answer some of the most frequently asked questions about working with Mohave.

Mohave is a nonprofit corporation and public procurement unit, which solicits contracts for use by Arizona school, government and eligible nonprofit organizations. Mohave does not receive direct tax dollars. Our operation is funded solely through a 1% administration fee (admin fee) remitted by the contracted vendors. The fee is based on the total amount of usage on contracted goods and services provided to members. The administration fee is determined prior to the deduction of rebates and/or traded-in goods. This fee is not paid on the value of shipping charges, taxes, bonds, permits, etc.

The funds generated through contract usage pay for all Mohave salaries, facilities, vehicles, utilities, insurance, supplies, maintenance and repair, etc. Our history has demonstrated that a 1% administration fee is the appropriate amount to meet these requirements and is lower than or equal to the fees charged by similar cooperatives around the nation.

Your Contract

The Mohave contract is a great sales tool for your organization, but the award itself does not guarantee business. Mohave simplifies the purchasing process, making it easier for members to do business with you. However, it is up to you to make our members aware of your contract and the benefits they can derive from using it. You can obtain member information on our website at mesc.org. Mohave's Outreach & Education Department will also assist you in using our website or as a resource and tool for your contract.

Your contract contains terms and conditions that are binding upon you, Mohave and the buying member. To be successful, your representatives must be aware of those terms and conditions, as well as, the products, services and prices included in the contract award. It is strongly recommended that you provide copies of your

contract to all individuals of your organization working with your Mohave contract.

Who Can Use Mohave Contracts?

A list of current Mohave members is available on our website. All members are eligible to purchase from Mohave contracts. Please contact us if you are unsure if a prospective customer is a Mohave member or if you become aware of an entity interested in becoming a Mohave member. We will identify them as eligible or contact them and offer the entity an opportunity to complete the necessary Cooperative Purchase Agreement to determine their eligibility.

Processing Purchase Orders

Your contract has been assigned to one of Mohave's procurement specialists who will coordinate and review member purchase orders for your company. You can find the

name of the procurement specialist by visiting your specific vendor information page on our website or call (928) 753-6945 for the information.

Purchase Order Process Is As Follows:

- Provide the member with a quotation that includes product or service description, part number, Mohave contract number, contract price and the number of days the quotation is valid.
- The member issues a purchase order to your company BUT it must be sent with a copy of your quotation to Mohave at orders@mesc.org. Please be sure your contract number is referenced on the quote.
- The procurement specialist will review a sampling of items on the member's purchase order to determine if the purchase order complies with the contract. Once the review is completed, they will stamp the purchase order with "MESC Reviewed" and email the purchase order to both you and the member simultaneously. If there are issues with compliance, both you and the member will be notified.
- No action shall be taken on request of goods or services until you have received the "MESC Reviewed" purchase order.

Mohave assists members with contract compliance verification. However, it is the member's responsibility to independently verify that quotations and purchase orders comply with the terms and conditions of the awarded contract and their procurement requirements. This responsibility is set by the Arizona Auditor General's Office and cannot be changed by Mohave. Contract documentation is available on our website to assist members in meeting their due diligence responsibility.

The Procurement Specialists are committed to prompt processing of your purchase orders. This means that you will generally receive the "MESC Reviewed" purchase order within one business day after receipt. However, problems with a member's purchase order or quote (such as incorrect pricing, products or services not contained within the contract, failing to attach your quotation, etc.) will delay processing. Peak ordering periods such as beginning and end of fiscal year (June & July), may have a slightly longer processing time.

If a member needs to change or amend an order, they must do so in accordance with the above outlined process. No action shall be taken on revised orders without prior approval from Mohave in the form of a revised "MESC Reviewed" purchase order.

Special Order Processing

Some orders, such as e-rate, lease, direct orders and split PO's require special order processing. Instructions for the processing of such orders have been included in the exhibits at the end of this handbook.

Payments

You will invoice the member after all goods and/or services are delivered or rendered. The member should pay the invoice within thirty days of the invoice date. Collections are the sole responsibility of the vendor. However, if your efforts to collect past due invoices are unsuccessful, you may contact Mohave for assistance.

Mohave procurement solicitations include provisions for vendors to offer prompt payment discounts. If offered, members may participate in these discount programs and retain the savings made by early payment. Please consult your contract to see if prompt payment discounts apply.

Contract Maintenance

It is essential that your Mohave contract contain current products and pricing at all times. It is your responsibility to keep your contract up-to-date.

Mohave uses its website, email updates and added printed material to provide members with information regarding our contracts. To review your contract description, company benefits and contact information please go to www.mesc.org and search by your company's name. If needed, contact your Contract Specialist to make any necessary revisions.

Administration Fee Remittance

Administration fees for contract usage are due to Mohave the month after invoice payment has been received from the member. Mohave will assign a monthly date when the Administration Fee Reconciliation Report and remittance check are due. Vendors will list the pertinent information of each invoice payment for the month, or submit a no activity email for the month when no payment has been received. Credits and adjustments are also to be noted and listed on the report. These reports are to be sent to adminreport@mesc.org and the remittance check sent to Mohave's main office at 625 E Beale St Kingman, AZ 86401. A sample reconciliation report is available as a handbook exhibit; also your Mohave Audit Specialist will be providing an orientation on this process.

Open Order Report

At the vendor's request Mohave may issue an Open Order Report listing the open member purchase orders in our system. Any invoices previously reported on an admin report will be listed and the balance remaining will be shown. Please use this tool to help you prepare your next monthly Admin Fee Reconciliation Report. If you identify errors, please contact your Mohave Procurement Specialist.

Contract Examination

Mohave contracts are public documents. In accordance with Arizona law, they are available for inspection by all interested parties, please note that any materials deemed confidential and confirmed as confidential by Mohave, will not be made public. Interested parties may also obtain copies of some or all pages upon request. Contact Mohave's Contracts Manager for details on inspection of contract documents.

Pricing

Mohave contract pricing can be fixed price, percentage of discount off manufacturer's price list or catalog, a specified price list, or a combination of both. If your contract uses a discount off a price list or catalog, you must provide us with new price lists as they become available to you. New pricing is in effect upon Mohave's approval. Each contract has an assigned Contract Specialist who will review your pricing updates, promotional pricing requests and help with contract questions. We are committed to quick review of pricing requests. Most are addressed within two to three business days. Contact your assigned Contract Specialist directly for questions about the contract's terms, or for help with pricing updates.

Fixed price contracts must be updated with a complete price update on each anniversary of your contract. Generally, that is the only time fixed price contracts can be adjusted. However, if price escalation criteria have been added to the contract that clearly affects the contractor's ability to sell at the current price, Mohave may consider fixed price increases at times other than the contract anniversary. Fixed prices can be lowered at any time. See your contract for details on price changes.

All price changes are subject to Mohave's approval. Price increases and reductions, special offers, quantity discounts, etc., must be received and approved by Mohave, before they are offered to members.

Product Additions/Deletions

Your Mohave contract allows you to request the addition of products or services as long the additions are within the scope of the contract, are similar to, or an extension of, the products or services originally awarded, and are priced or discounted at the same or to a greater degree as the original award. Mohave must review all proposed additions to contracts, but reserves the right to accept or reject them as determined appropriate under the contract and in the members' best interests. Additions should not be quoted until approved by Mohave. Please advise Mohave of additions or discontinued products or services as soon as possible.

Returns

Mohave has many contracts, each with a unique policy regarding returns. Regardless of your particular policy, all returns on products purchased under Mohave contract should be arranged through you and the terms of return must be clearly spelled out to the member. If there are problems in this process, you may contact your Mohave Procurement Specialist for assistance. After the member has met the requirements of your return policy and accepted the obligation to pay any restock fees as identified in contract, you should arrange for return of the products report the return on the reconciliation report.

Contract Renewal/Cancellation

Contract management is very costly; therefore, we generally only renew the contracts that members use regularly. The following criteria have been established for renewing Mohave contracts. Advise us of any changes in your address, contact person, phone numbers, etc.

- The vendor's products must continue to meet the standards expected by members.
- The vendor's service must continue to meet the standards expected by members.
- Maintaining acceptable pricing.

Mohave may choose not to renew a contract if:

- The vendor has experienced a change in ownership.
- The vendor fails to comply with the terms and conditions (incorrect quotes, performance problems, invoice problems, etc.)
- There is insufficient activity on the contract to demonstrate that the goods or services fulfill the needs of the members.
- Mohave has experienced excessive difficulty administering or monitoring the contract.

Mohave may chose to cancel a contract if:

- The vendor has violated one or more terms, conditions or agreements under which the contract was awarded.
- The contract is subject to unresolved written complaints.

Contracts are subject to cancellation for contract violations. Offering products or services that were not included in the contract award, selling at non-contract prices, and having members send purchase orders for Mohave contract purchases directly to the vendor, are all contract violations. Vendors must avoid such violations to ensure continuation of their contracts.

Professional Organizations

Mohave is an active member of the Association of School Business Officials International (ASBO), Arizona Association of School Business Officials (AASBO), Arizona School Boards Association (ASBA), National Institute of Governmental Purchasing (NIGP), Arizona School Administrators (ASA), and other regional and national professional associations. We maintain membership in professional organizations to further the professional stature of our organization and to provide continuing professional development for our staff.

Mohave History

In 1971 the school districts in Mohave County established a career education program called the Mohave County Career Education Project. The program provided local schools with career days, field trips to work sites, career fairs, and media related to the world of work. In 1980, the state changed career education from discretionary grants to formula funding through the regular school budget. Only a handful of career education projects survived that funding change.



Image of NIGP Outstanding Agency Accreditation Achievement and Achievement of Excellence in Procurement Award

Because Mohave County Career Education had diversified into other programs, the schools in the county decided to keep the project alive. The name was changed to Mohave Educational Services Cooperative (Mohave, for short). Mohave operated through the Mohave County School Superintendent's office.

In 1981-82, Mohave introduced local schools to educational software through the Minnesota Educational Computer Consortium (MECC). Mohave County districts were saving money on this software through the cooperative. When schools outside Mohave County inquired if they could be provided the same services the Mohave County Attorney approved participation by other school districts, as long as they paid an administration fee that covered all our costs for providing them with services. Over the years, Mohave has expanded its contracting into other products and services for schools and non-school agencies throughout Arizona.

To fill the statewide need for equipment and services, Mohave has competitively solicited and awarded cooperative procurement contracts. Mohave is designated as a local procurement unit administering a cooperative purchasing program for many types of public entities. Mohave issues solicitations and awards contracts compliant with

the State of Arizona Procurement Rules, Regulations and Statutes, by which many of our members must adhere. Using Mohave contracts, our members are able to purchase a variety of required materials, construction and services, with even the smallest member enjoying the purchasing power of the entire state.

In May 2004, legislation (HB 2181) was passed to allow agencies such as Mohave to provide public procurement services as state nonprofit corporations. In

January 2005, Mohave's articles of incorporation pursuant to A.R.S. § 11-952 and A.R.S. § 41-2632 become effective. Mohave Educational Services Cooperative, Inc., is governed under Title 10 of the Arizona Revised Statutes, as a public procurement unit. Members can use Mohave contracts to procure products and services just as they did before the incorporation.

For over 45 years, Mohave's staff has been dedicated to providing the finest service possible to our members. Our staff is qualified, trained and experienced. Several have achieved professional certification in their areas of expertise. Mohave has received the Annual Achievement of Excellence in Procurement Award® from the National Purchasing Institute (NPI) on seventeen separate occasions. We have been successful in receiving this prestigious award each time we submitted an application. Mohave has also received the NIGP Outstanding Agency Accreditation Achievement Award® which is effective until August 2022. Mohave has held this certification since September 2001. These awards were given in recognition of Mohave's professional purchasing program.

Mohave is audited each year by an independent audit firm. In the course of the audit a Procurement Practice Review is also completed.

Where Do I Go For Help?

Administrative Questions

Lari Staples, CPPO, Executive Director	928-718-3010	lari@mesc.org
Terra Hardcastle, CPA, Director of Mohave Operations	928-718-3234	terra@mesc.org

Contract Questions

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Michael Carter, NIGP-CPP, CPPB, Contract Specialist	928-718-3222	michaelc@mesc.org
Kristy Hamm, CPPB, Contract Specialist	928-718-3221	kristy@mesc.org
Michael Nentwig, CPPB, Contract Specialist	928-718-3203	mike@mesc.org
Melissa Jimenez, Contract Specialist	520-888-9357	melissa@mesc.org

Purchase Order and Invoice Questions

Erin Gordon, Procurement & Compliance Manager	928-718-3208	erin@mesc.org
Maria Brissette, CPPB, Procurement Specialist	928-718-3237	maria@mesc.org
Veronica Escobedo, Procurement Specialist	928-718-3207	veronica@mesc.org
Sherry Jimenez, Procurement Specialist	928-718-3219	sherry@mesc.org
Michelle McLemore, Procurement Specialist	928-718-3223	michelle@mesc.org

Accounting Questions

Chris Mauser, Compliance Specialist	928-718-3215	chris@mesc.org
Aracely Rivas, Compliance Specialist	928-718-3226	aracely@mesc.org

Information Technology (IT) Questions

Jim Dugo, IT Manager	928-718-3076	jim@mesc.org
Lewis Hafley, Information Systems Support Specialist	928-718-3214	lewis@mesc.org

Operations/General Questions

Esther Hopkins, Operations and Support Specialist	928-718-3208	esther@mesc.org
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Outreach & Education

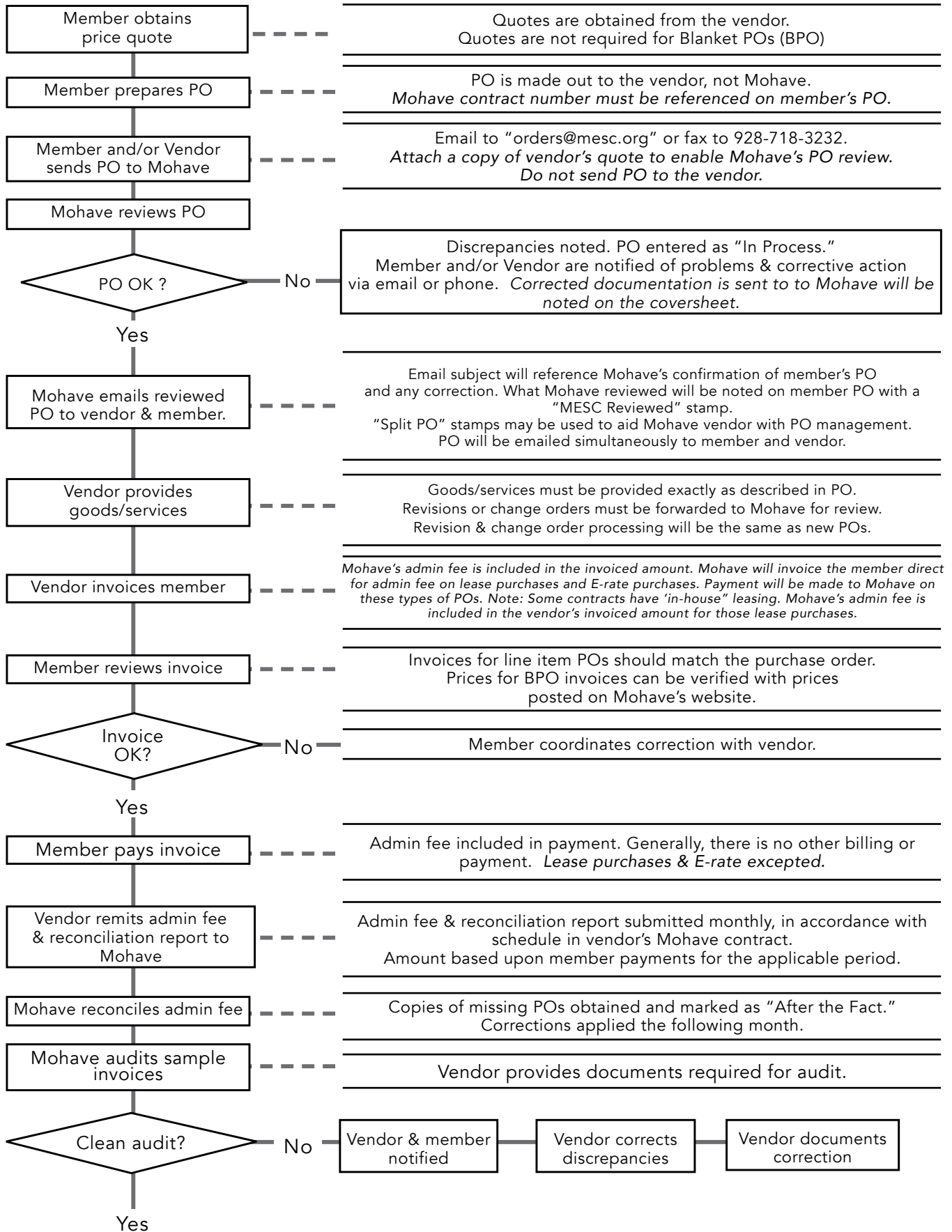
Chelseya Molner, Outreach Specialist	602-277-0371	chelseya@mesc.org
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EXHIBIT 1 PURCHASE ORDER PROCESS FLOWCHART

Mohave Member Order Process



MOHAVE MEMBER ORDER PROCESS NOTES

E-rate Purchases

- ❖ Mohave will invoice member for the admin fee.
- ❖ Member will make admin fee payment to Mohave.
- ❖ Vendor will invoice Member for goods and services. Member will pay vendor.
- ❖ Vendor Prices in the E-rate contracts do not include an admin fee. Vendor does not apply admin fee credit to invoices.

Service/Rental Purchases

- ❖ Members shall follow the Member Purchase Order Process for service/rental purchases.

Financed (Lease) Purchases

- ❖ The process for these purchases varies because of the following scenarios:
 - Purchase and financing under Mohave contracts, admin fee is included in financing amount.
 - Purchase under Mohave contract, financing under non-Mohave contract.
 - Financing under Mohave contract, purchase under non-Mohave contract.

MESC Contract Numbers

- ❖ It is essential that vendor quotes, member POs, and vendor invoices include the applicable MESC contract number.
 - Confirmation that a Mohave contract is being used.
 - Faster processing and review.
 - An additional check and balance.
 - A readily available audit trail.

Quotations

- ❖ Only request quotes for items under contract.
- ❖ Check to ensure quotes match approved MESC contract prices.
- ❖ Special volume discounts, promotion, closeout, and other special pricing are not allowed unless approved by Mohave.
- ❖ Product and service not contained within current Mohave price list must be approved by Mohave before they are added to a PO.
- ❖ Member should attach a copy of the quote to their PO.
- ❖ Mohave needs the quote to review and approve the PO.

Order Processing

- ❖ The Member and/or Vendor must send the PO directly to Mohave.
- ❖ The Member PO will be forwarded to the member and the vendor once approved by Mohave's procurement team.
- ❖ The email subject references Mohave confirmation of a specific member PO.
- ❖ The PO will include a "MESC Reviewed" stamp.
- ❖ Revisions to POs follow the same process.

Invoices

- ❖ Invoices should match the member PO.
- ❖ Invoices for "as-needed, when-needed" blanket purchase orders must match approved contract pricing.
- ❖ Payment terms must comply with the applicable MESC contract.
- ❖ Members may take prompt payment discounts, if such discounts are included in the contract.

Admin Fee

- ❖ Each vendor contract has a specific day of the month for submitting the admin fee payment and reconciliation report.
- ❖ Vendor reconciliation reports are provided monthly, regardless of activity.
- ❖ Vendor Admin fee payments must be submitted monthly, unless the amount is less than \$20. Amounts of less than \$20 should be added to the next month's admin fee payment.

Contract Prices

- ❖ Contract prices are posted on Mohave's website.
- ❖ Each member agency may request a single user ID and password. The member may share that user ID and password with appropriate personnel within the organization.

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EXHIBIT 3 USING MOHAVE CONTRACTS UNDER E-RATE



- ❖ Member will issue one purchase order to Mohave indicating the order is for an E-Rate purchase and listing the vendor's contract number. Purchase order will provide a description of the project, list the item(s) to be purchased, and provide Mohave contract price(s) in the body of the purchase order. Prices in Mohave's E-Rate contracts do not include the one-percent administration fee.
- ❖ Member will issue a second purchase order to Mohave Vendor indicating the order is for an E-Rate purchase and listing the vendor's contract number. Purchase order will provide a description of the project, list the item(s) to be purchased, and provide Mohave contract price(s) in the body of the purchase order. For long detailed orders, members may provide the project's description in the body of the purchase order and attach the details on separate sheet or vendor quote. The PO will be in the amount that the member will pay directly to the vendor (the amount not funded by the SLD). Prices in Mohave's E-Rate contracts do not include the one-percent administration fee.
- ❖ Member will send the Mohave purchase order, a copy of purchase order issued to the vendor, a copy of the vendor's quote, and a copy of the Schools and Libraries Division (SLD) Funding Commitment Report to Mohave. Highlight the section of the SLD Funding Commitment Report that applies to the purchase order.
- ❖ Mohave will issue a summary to the vendor that states "E-Rate Summary" in the top right corner and send it and the "MESC Reviewed" vendor purchase order to the vendor. The summary is the total amount of contract usage. Vendors should only start work on E-Rate projects under Mohave contract after receipt of the reviewed purchase order and summary.
- ❖ Vendor will perform the work in accordance with the contract and the purchase order. Vendor will invoice the Universal Service Fund (using vendor's SPIN number) for the eligible percentage of the project noted in the SLD award document.
- ❖ Vendor will invoice the member directly for the balance of the project. Payment will be made directly to the vendor.
- ❖ Mohave will invoice the member for Mohave's one-percent (1%) administration fee. Mohave will not invoice for the goods and services for the project. The only money Mohave will receive for the E-Rate project is Mohave's one-percent (1%) administration fee. Mohave holds the contract and does not have a SPIN number. Therefore, we cannot invoice the Universal Service Fund.
- ❖ We recommend checking with the SLD or Arizona Department of Education for additional information on E-Rate purchases. Also, please feel free to contact us for further information.

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EXHIBIT 4 SAMPLE E-RATE PURCHASE ORDER

Sample E-rate Admin Fee Purchase Order

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

A description of the E-rate project in the body of the PO. This example contains the information Mohave needs for prompt review of the PO.

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 E-rate 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 E-rate POs sent to Mohave.

EXHIBIT
SAMPLE E-RATE ADMIN FEE PURCHASE ORDER

Purchase Order **XYZ Member Organization** **PO No. 90002**
 123 Member Street
 Phoenix, AZ. 85012

Mail invoices to above address PO # must be on all documents
 MSDS sheets must accompany all products

PO Date: 7/01/12 **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 E-Rate Purchase As Per Attached Quote #4567 Provide E-Rate 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. Purnell

Sub-Total: 250.00
 Freight: 0.00
 Tax: 0.00
 Total Amount: 250.00

Order Via: **Email**

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

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Sample E-rate Goods & Services Purchase Order

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

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

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 E-rate 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 E-rate POs sent to Mohave.

EXHIBIT
SAMPLE E-RATE GOODS & SERVICES PURCHASE ORDER

Purchase Order **XYZ Member Organization** **PO No. 90003**
 123 Member Street
 Phoenix, AZ. 85012

Mail invoices to above address PO # must be on all documents
 MSDS sheets must accompany all products

PO Date: 7/01/12 **Questions?** Jane Buyer 602-321-6543

PO Issued To: ABC Vendor Company
 456 Vendor Avenue
 Tucson, AZ 85706

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: \$22,500.00 (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. Purnell

Sub-Total: 22,500.00
 Freight: 0.00
 Tax: 0.00
 Total Amount: 22,500.00

Order Via: **Email**

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

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EXHIBIT 5

LEASE PROCESSING INSTRUCTIONS FINANCING ONLY UNDER MOHAVE CONTRACT

FINANCING IS THROUGH A MOHAVE FINANCING CONTRACT



This process applies if a member is financing the purchase of equipment and the financing is through a Mohave leasing contract. In this example the equipment is not purchased through a Mohave contract.

The processing instructions are as follows:

1. The member issues a PO to a Mohave financing contractor or the financial institution to which payments are to be made. The member PO must reference the MESD contract number. The PO amount is the initial payment(s) due for the initial PO term.
2. The body of the member's PO contains the complete purchase description (items purchased, unit price, extended cost, total cost, tax, freight, and term of lease).
3. The member provides Mohave documents, to include, a copy of a financing proposal from the financing contractor, an amortization schedule, and the member PO.
4. Mohave issues a "Lease Order" to the Mohave financing contractor that includes a summary of the products being leased, lease term, and financing contractor.
5. The Mohave financing contractor completes the funding and notifies Mohave. Mohave revises "Lease Order" with the exact amount of the interest on the lease and issues an invoice for the transaction fee to be paid by the Mohave financing contractor. (A transaction fee is 1% of the total interest to be paid under the lease).
6. Copies of the Mohave Lease Order, member's PO to Mohave financing contractor, a copy of a financing proposal from the financing contractor, and an amortization schedule are sent to the Mohave member, and the Mohave financing contractor.
7. The Mohave financing contractor pays Mohave the transaction fee from the invoice created for the transaction.
8. The equipment contractor will submit the invoice for the equipment directly to the member or Mohave financing contractor
9. The Mohave financing contractor pays the equipment contractor upon receipt of the invoices and acceptance certificate from the member.
10. The Mohave financing contractor invoices the member directly for all lease payments.
11. The member makes lease payments directly to the Mohave financing contractor.

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EXHIBIT 6

LEASE PROCESSING INSTRUCTIONS PURCHASE AND FINANCING UNDER MOHAVE CONTRACTS

MOHAVE FINANCING AND EQUIPMENT CONTRACTS USED



In this example a member is financing the purchase of equipment and both the equipment purchase and the financing are through Mohave contracts.

The processing instructions are as follows:

1. The member issues a PO to a Mohave financing contractor or the financial institution to which payments are to be made. The member's PO must reference both MESG contract numbers for financing and equipment. The PO is in the amount of initial payment(s) due for the initial PO term.
2. The body of the member's PO contains the complete purchase description (items purchased, unit price, extended cost, total cost, tax, freight, term of the lease).
3. The member documents provided to Mohave include the detailed equipment quote, a copy of the financing proposal from the Mohave financing contractor, an amortization schedule, and the member PO.
4. Mohave issues one "Lease Order" to the Mohave equipment contractor. Mohave's equipment Lease Order amount is equal to the cost of the purchase of the equipment (cost of equipment, only adminfeable).
5. Mohave issues a second "Lease Order" to the Mohave financing contractor. The Mohave financing contractor completes the funding and notifies Mohave. Mohave revises "Lease Order" with the exact amount of interest determined and issues a Mohave invoice for the transaction fee. This fee is to be paid by the Mohave financing contractor. (A transaction fee is 1% of the total interest to be paid under the lease).
6. Copies of both Mohave Lease Orders, the member's PO to the Mohave financing contractor, detailed equipment quote, a copy of a financing proposal from the Mohave financing contractor, and an amortization schedule are sent to the Mohave member, Mohave equipment contractor, and Mohave financing contractor.
7. The Mohave equipment contractor will submit the invoice for the equipment directly to the member or Mohave financing contractor.
8. The Mohave financing contractor pays the Mohave equipment contractor upon receipt of the invoices and acceptance certificate from the member.
9. The Mohave equipment contractor reports and pays the Mohave admin fee on their monthly reconciliation report to Mohave.
10. The Mohave financing contractor pays Mohave the Transaction Fee from the Mohave Invoice.
11. The Mohave financing contractor invoices the member directly for all lease payments.
12. The member makes lease payments directly to the Mohave financing contractor.

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EXHIBIT 7 **SAMPLE LEASE PURCHASE ORDER**

(Used When the Purchase is Financed Under a Mohave Leasing Contract)

Purchase Order

XYZ Member Organization
123 Member Street
Phoenix, AZ 85012

PO No. 90001

PO issued to the Mohave Financing Contractor

Mail invoices to above address PO # must be on all documents
MSDS sheets must accompany all products

PO Date: 1/28/12

Questions? Jane Buyer 602-321-6543

PO Issued To:
Mohave Lending Money Company
456 Greenback Avenue
Dollars, 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		5-Year Lease Lease Purchase of 25 Dump trucks Leased thru Mohave Contracts #09-LEND-1234 Equipment cost \$2,567,772.00 Lease Payment Feb-Jun 30, 2012				124,675.10
---	----	--	---	--	--	--	------------

A complete description; include term of lease and other key requirements when applicable.

Copies of the equipment quote, the financing proposal and amortization schedule should be attached to the lease PO the Member sends to Mohave.

Amount of PO will be made out to the lender equaling the amount to be paid on the term of the PO (example Feb-June 30th 2012).

The Mohave contract number(s) must be on all POs for Mohave's PO review and for the vendor to perform the work.

Attached: Detailed Quote for 25 Dump Trucks
25 Trucks @ \$102,710.88 Each
Using: Mohave Contract #08-TRUK-1122

APPROVAL SIGNATURES

Joe E. Purchase

All POs must be signed unless the member provides Mohave with other instructions.

Sub-Total:	124,675.10
Freight:	.00
Tax:	
Total Amount:	124,675.10

Order Via: **Email**

Notes:

Receiving Department Closed Fridays
Order must be received by 6/30/12

FILE COPY

EXHIBIT 8

LEASE PROCESSING INSTRUCTIONS PURCHASE UNDER MOHAVE CONTRACT

FINANCING IS THROUGH A THIRD PARTY FINANCING CONTRACT



A member is financing the purchase of equipment. The equipment purchase is through a Mohave contract. Financing is through a non-Mohave third party leasing company, which is not a vendor awarded a contract to a Mohave leasing solicitation.

The processing instructions are as follows:

1. The member issues a PO to the third party financing contractor, showing the mailing address in the amount of the initial payment(s) due for the initial PO term. The member must reference the applicable MESC contract number for the equipment to be purchased.
2. The body of the member's PO contains the complete purchase description (items purchased, unit price, extended cost, total cost, tax, and freight).
3. The body of the member's PO must note the purchase is to be financed by a third party financing contractor, and the term of the lease.
4. The member documents provided to Mohave include, the detailed equipment quote, a copy of a financing proposal from the third party financing contractor, an amortization schedule and the member PO.
5. Mohave issues a "Lease Order" that includes a summary of the products being leased, leasing terms, and financing contractors. Mohave's equipment Lease Order amount is equal to the cost of the purchase of the equipment (cost of equipment).
6. Copies of the Mohave Lease Order, member's PO to third party financing contractor, detailed equipment quote, a copy of a financing proposal from the financing contractor and an amortization schedule are sent to the Mohave member and Mohave equipment contractor.
7. The Mohave equipment contractor will submit the invoices for the equipment directly to the member or third party financing contractor.
8. The third party financing contractor pays the Mohave equipment contractor in full upon receipt of the invoices and acceptance certificate from the member.
9. The Mohave equipment contractor reports and pays the Mohave admin fee on their monthly reconciliation report to Mohave.
10. The third party financing contractor invoices the member directly for all lease payments.
11. The member makes lease payments directly to the third party financing contractor.

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EXHIBIT 9 SAMPLE LEASE PURCHASE ORDER
 (Used When the Purchase is Financed Under a Non-Mohave Leasing Contract)

Purchase Order

XYZ Member Organization
 123 Member Street
 Phoenix, AZ 85012

PO No. 90001

PO Issued to Non-Mohave finance contractor, but send it to Mohave for review.

Mail invoices to above address PO # must be on all documents
 MSDS sheets must accompany all products

PO Date: 1/28/12

Questions? Jane Buyer 602-321-6543

PO Issued To:
 U Bank Dollars
 4 Funding Way
 Cash, MO 45761

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			Initial Payment of 5 year Lease Purchase To Non-Mohave Contractor: U BANK DOLLARS				\$139,176.38
---	--	--	--	--	--	--	--------------

Copies of the equipment quote, the financing proposal and amortization schedule should be attached to the lease PO the Member sends to Mohave.

Using: Mohave Contract #09-BUSS-0423
 3-84 Passenger Busses w/ Options
 \$153,061.60 each.
 Total \$654,043.99 w/tax and delivery.
 See attached detailed Quote

Amount of PO will be made out to the lender equaling the amount to be paid on the term of the PO (example Feb-June 30th 2012).

The Mohave contract number must be on all POs for Mohave's PO review and for the vendor to perform the work.

APPROVAL SIGNATURES

Joe E. Purchase

All POs must be signed unless the member provides Mohave with other instructions.

Sub-Total:	139,176.38
Freight:	.00
Tax:	
Total Amount:	139,176.38

Order Via: **Email**

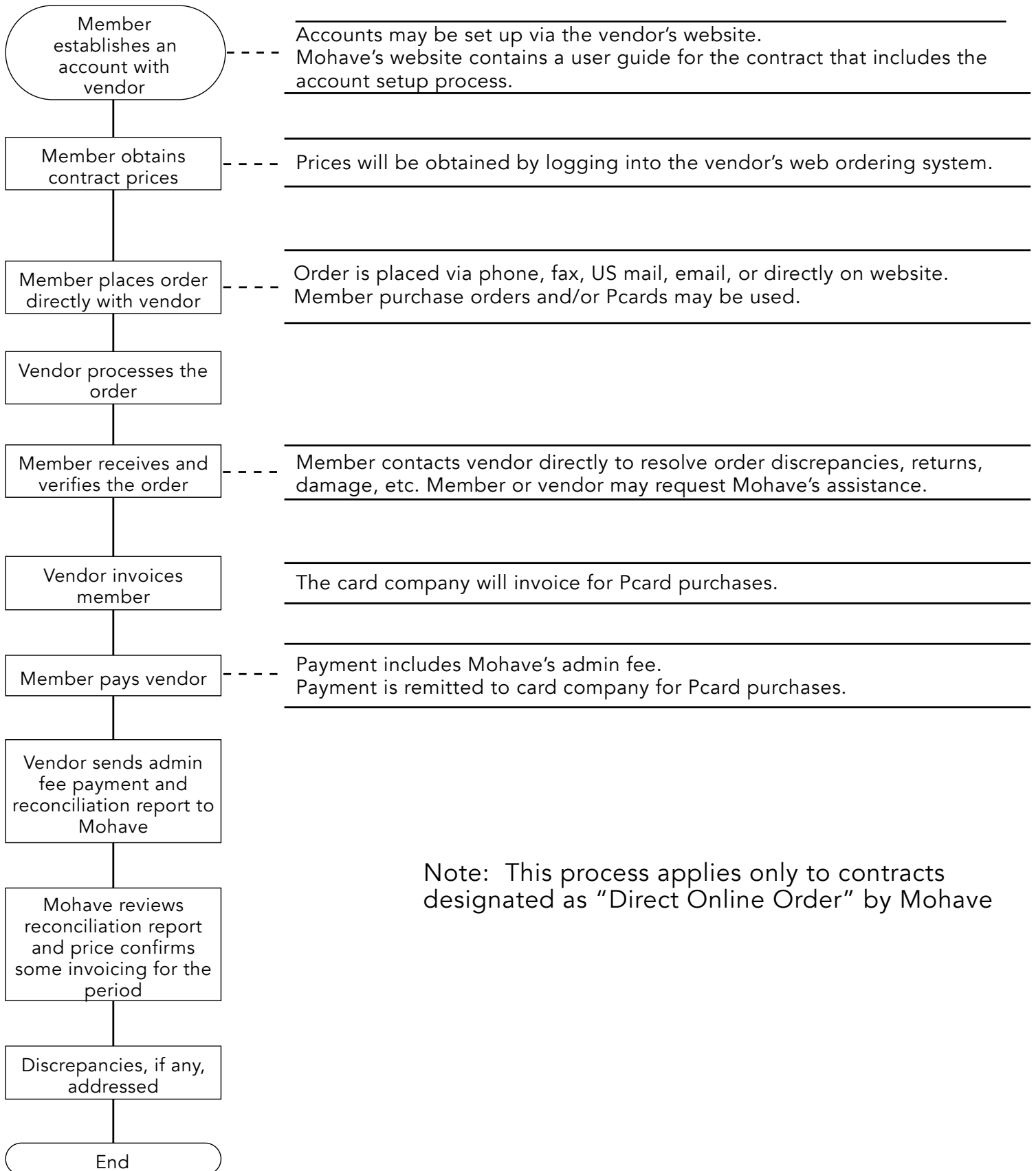
Notes:

Receiving Department Closed Fridays
 Order must be received by 6/30/12

FILE COPY

EXHIBIT 10 Direct Online Order Process

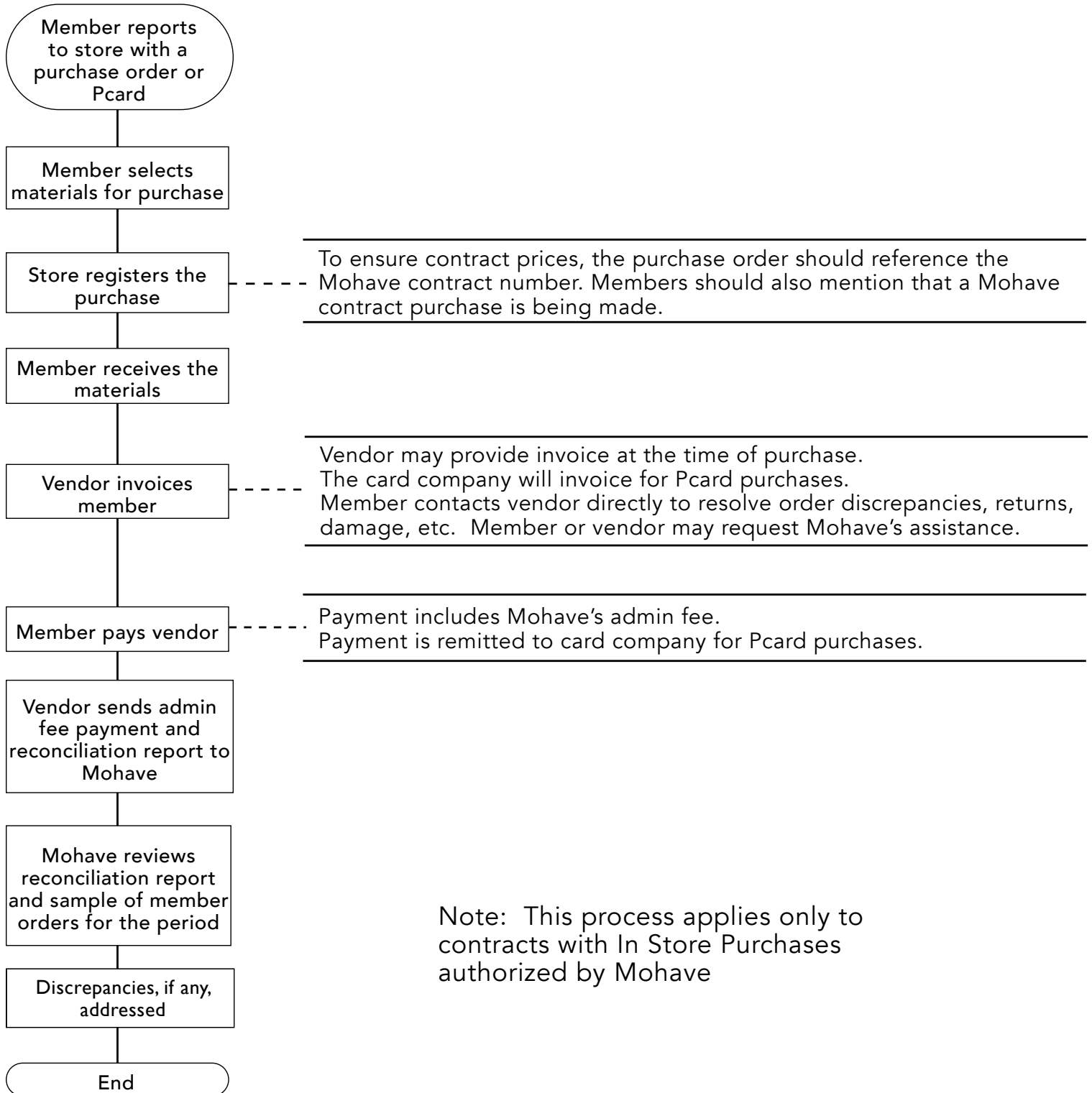
(More details may be found under the "More Info" tab of any Direct Online Order Vendor)



Note: This process applies only to contracts designated as "Direct Online Order" by Mohave

EXHIBIT 11 In Store Purchase Process

(More details may be found under the "More Info" tab of any Direct Online Order Vendor)



QUOTE

Company Name

625 E. Beale
 Kingman, AZ 86401
 Ph 928-753-5945 Fax 928-718-3238
 johnd@mesc.org

Quote Number 1001
 Quote Date March 7, 2012
 Project XYZ School District Wobulator

TO [Customer Representative]
 [Customer Name]
 [Street Address]
 [City, ST ZIP Code]
 [Phone]

NOTES: [Place notes about the project here e.g.,
 "customer is responsible for removal of old product"]

SALESPERSON	PAYMENT TERMS	EXPECTED DELIVERY	QUOTE VALID:
John Swift	As per MESC contract listed below	30 days ARO	30 Days from date above

QTY	PART #	DESCRIPTION	UNIT PRICE	DIS	MESC PRICE	LINE TOTAL
10.00	123WS	Wobulator Shaft	\$100.00	10%	\$90.00	\$900.00
1.00	123MWS	Mega Wobulator Shaft	\$150.00	10%	\$135.00	\$135.00

MISCELLANEOUS

Quotation prepared by: [Sales Representative]

SUBTOTAL \$ 1,035.00

Quotation accepted by: [Member Representative]

SALES TAX% 0.08

Quotation is subject to the conditions of MESC contract: 08X-XXX-1234

TOTAL \$ 1,117.80

Pricing includes MESC Admin Fee

THANK YOU FOR YOUR BUSINESS!

MESC REVIEW TOOLS

MOHAVE EDUCATIONAL SERVICES COOPERATIVE REVIEW TOOLS

As part of the service Mohave provides its members, Mohave Procurement Specialists perform an initial review sampling for contract compliance on member purchase orders using a Mohave contract. After the Mohave Procurement Specialists have completed their review, members and vendors will simultaneously receive the “MESC Reviewed” purchase order and documentation back up via email. To assist members and vendors, Mohave has incorporated a cover sheet and stamps into the review process.

MOHAVE’S PROCUREMENT STAMPS

The “MESC Reviewed” stamp indicates that Mohave has done an internal check, and the Purchase Order is ready to be initiated by the vendor. Mohave sends members and vendors reviewed POs via email with documentation attached. All Mohave contract orders should be stamped “MESC Reviewed.” If you receive an unstamped PO, please send it to Mohave for review.

Mohave uses a cover sheet to assist vendors with the Reconciliation Report. This coversheet differentiates the line item amounts Mohave should receive administration fees on versus those considered non-eligible administration fee items.

A “Split PO” stamp is used when a member issues a PO for a single vendor using two or more Mohave contracts for that vendor. The contracts will be listed on the “Split PO” stamp. There will be a PO copy with a contract breakout for each contract used on the member purchase. The highlighted contract will correspond to the amounts on the coversheet. An email will be sent for each contract used with the PO and documentation attached.

EXHIBIT 14 SAMPLE STANDARD "MESC REVIEWED" PURCHASE ORDER

Purchase Order

XYZ Member Organization
123 Member Street
Phoenix, AZ 85012

PO No. 90001

Mohave reviewed highlighted information

Mail invoices to above address PO # must be on all documents
MSDS sheets must accompany all products

PO Date: 1/28/12

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
4	EA	987654	Automatic Widget	13.16	8.72	79.28	158.56

Mohave Contract #08-ABC-1234

"MESC Reviewed" stamp is Mohave's authorization for the vendor to perform the work.

Attached: Quote

Adminfeeable \$ 158.56
Pass Thru \$ 8.72 Shipping
(For vendor use in reporting.)

"Adminfeeable" stamp used to assist the vendor with the Reconciliation Report. It shows the adminfeeable amount and the "Pass Thru" or non-adminfeeable amounts.

MESC REVIEWED
cost full price update 01/27/10.xls

This is the price file reviewed for this PO.

APPROVAL SIGNATURES

Joe E. Purchase

Sub-Total:	158.56
Freight:	8.72
Tax:	13.16
Total Amount:	180.44

Order Via: **Email**

Notes:

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

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Notes

This is an example of an "MESC Reviewed" PO with no errors. To promptly process member POs, Mohave corrects minor errors on the face of the PO. Examples include correcting a price, part number or description, adding a part number or description, etc. Corrections are noted by striking through and replacing incorrect information or adding missing information. If the "MESC Reviewed" stamp is on the member PO, Mohave's revisions shall prevail.

Mohave shall obtain prior member approval for any revision that increases PO amount or designates a color, fabric, etc.

EXHIBIT 15 "MESC REVIEWED" SPLIT PURCHASE ORDER (TWO MOHAVE CONTRACTS ON THE SAME PO)

Mohave reviewed highlighted information

Purchase Order

XYZ Member Organization
123 Member Street
Phoenix, AZ 85012

PO No. 90001

Mail invoices to above address PO # must be on all documents
MSDS sheets must accompany all products

PO Date: 11/18/12

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
			Provide & install new doors & hardware per quote dated 10/28/09				
1	EA		Doors & frames (KMS-15)	2,119.12	2,616.20	26,162.00	26,162.00
1	EA		Hardware & installation	5,028.90	6,208.52	89,429.62	89,429.52

PO SPLIT BETWEEN CONTRACTS
~~06E-DHP-0914~~
~~07N-DHDR-0927~~
Contracts used:

Doors & Frames
Mohave Contract #07N-DHDR-0927

Hardware
Mohave Contract #06E-DHP-0914

"MESC Reviewed" stamp is Mohave's authorization for the vendor to perform the work.

"Split PO" stamp used on a PO with two or more contracts for a single vendor. The contract for this part of the PO is highlighted.

Attached: Quote # 102809JA1

"Adminfeeable" stamp used to assist the vendor with the Reconciliation Report. It shows the adminfeeable amount and the "Pass Thru" or non-adminfeeable amounts. The amounts are for the materials & work under the reviewed (highlighted) contract (06E-DHP-0914).

MESC REVIEWED
LN PRICE 102208
DHP

Adminfeeable \$ 86550.18
Pass Thru \$ 9087.96
(For vendor use in reporting.)

This is the price file reviewed for this PO.

APPROVAL SIGNATURES Joe E. Purchase

Sub-Total:	115,591.62
Freight:	8,824.72
Tax:	7,148.02
Total Amount:	131,584.36

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

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Page 1 of 1
DHP 22254

Mohave Log Record for this part of the PO.

Notes
This is an example of an "MESC Reviewed" PO with no errors. To promptly process member POs, Mohave corrects minor errors on the face of the PO. Examples include correcting a price, part number or description, adding a part number or description, etc. Corrections are noted by striking through and replacing incorrect information or adding missing information. If the "MESC Reviewed" stamp is on the member PO, Mohave's revisions shall prevail.
Mohave shall obtain prior member approval for any revision that increases PO amount or designates a color, fabric, etc.

EXHIBIT 15 "MESC REVIEWED" SPLIT PURCHASE ORDER (TWO MOHAVE CONTRACTS ON THE SAME PO)

Mohave reviewed highlighted information

Purchase Order	XYZ Member Organization 123 Member Street Phoenix, AZ 85012	PO No. 90001
Mail invoices to above address		PO # must be on all documents MSDS sheets must accompany all products

PO Date: 11/18/12 **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
			Provide & install new doors & hardware per quote dated 10/28/09				
1	EA		Doors & frames (KMS-15)	2,119.12	2,616.20	26,162.00	26,162.00
1	EA		Hardware & installation	5,028.90	6,208.52	89,429.62	89,429.52

PO SPLIT BETWEEN CONTRACTS
06E-DHP-0914
07N-DHDR-0927
Contracts used.

Doors & Frames
Mohave Contract #07N-DHDR-0927

Hardware
Mohave Contract #06E-DHP-0914

"MESC Reviewed" stamp is Mohave's authorization for the vendor to perform the work.

"Split PO" stamp used on a PO with two or more contracts for a single vendor. The contract for this part of the PO is highlighted.

Attached: Quote # 102809JA1

"Adminfeeable" stamp used to assist the vendor with the Reconciliation Report. It shows the adminfeeable amount and the "Pass Thru" or non-adminfeeable amounts. The amounts are for the materials & work under the reviewed (highlighted) contract (06E-DHP-0914).

MESC
REVIEWED

*DHDR CURRIES PRICING
050908*

This is the price file reviewed for this PO.

Adminfeeable \$ 25065.00

Pass Thru \$ 3713.20
(For vendor use in reporting.)

APPROVAL SIGNATURES Joe E. Purchase

Sub-Total:	115,591.62
Freight:	8,824.72
Tax:	7,148.02
Total Amount:	131,564.36

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

FILE COPY
Page 1 of 1
DHDR 22255

Mohave Log Record for this part of the PO.

Notes
This is an example of an "MESC Reviewed" PO with no errors. To promptly process member POs, Mohave corrects minor errors on the face of the PO. Examples include correcting a price, part number or description, adding a part number or description, etc. Corrections are noted by striking through and replacing incorrect information or adding missing information. If the "MESC Reviewed" stamp is on the member PO, Mohave's revisions shall prevail.

Mohave shall obtain prior member approval for any revision that increases PO amount or designates a color, fabric, etc.

EXHIBIT 16 SAMPLE RECONCILIATION REPORT

Vendor: Acme Widget Corp.

Contract: 07S-AWC-1017

Year/Month : January 2007

				Billed Amount								
Member Name	Member PO #	Date of Invoice	Invoice #	Material/ Service/ Construction	Freight	Bond	Trade	Tax	Invoice Total	Mohave Admin Fee	Progress Payment (Y/N)	Final Invoice (Y/N)
Tolleson Union	70252	12/1/06	15610	\$2,925.00	\$0.00	\$0.00		\$236.93	\$3,161.93	\$28.96	N	Y
Glendale	DP 70321	12/5/06	15730	\$24,659.66	\$0.00	\$0.00		\$1,997.43	\$26,657.09	\$244.13	Y	N
Marana USD	20070010	12/15/06	CR15721	(\$447.00)	\$0.00	\$0.00		(\$35.76)	(\$482.76)	(\$4.43)	N	Y
Washington ESD	7-005611	12/15/06	16610	\$11,186.08	\$575.00			\$906.07	\$12,667.15	\$110.74	N	Y
Tucson USD	0000123411	12/30/06	17524	\$12,000.00			(\$1,200.00)	\$874.80	\$11,674.80	\$118.80	Y	Y
			Total	\$50,323.74	\$575.00	\$0.00	(\$1,200.00)	\$3,979.47	\$53,678.21	\$498.21		

This is a sample admin fee reconciliation report. The purpose is to provide vendors with the information that will be required for Mohave to reconcile admin fee payments. Vendors may submit alternate reports (different format, different field names, etc.), as long as the required information is provided.

The following information will help you plan for reporting admin fee payments:

1. **Invoice Number** is for *all* invoices with member activity during the applicable period (payment invoices, credit invoices, etc.).
2. **Invoice Total** is the total amount paid by, or credited to, the member (all charges, including materials, services, labor, shipping, tax, bonds, mileage, etc.).
3. **Material/Service/Construction** is the invoiced amount for all items with Mohave's admin fee included in the unit price (materials, services, construction, maintenance, labor, travel time, etc.).
4. **Freight, Bond, Tax** are *non-admin fee items*. There may be others. (permits, mileage, per diem, etc.) Check your contract.
5. **Trade** do not affect the admin fee calculation. This is only a credit on the balance the member owes on the invoice.
6. **Mohave Admin Fee** is the 1% admin fee included in the unit price. The admin fee portion of the unit price is .0099 of the total material/service/construction (i.e., \$1,000 * .0099 = \$9.90).
7. The admin fee payment should match the total in the Mohave Admin Fee column (\$498.21 in this sample report).
8. If vendor has more than one contract, Mohave prefers one reconciliation report per contract. If a single reconciliation report is used, it must be sorted and totaled by contract.

Sample Only

* Additional columns may be added if needed

(Rev. 4/13/20 AM)

EXHIBIT 17 MESC ADMIN FEE CALCULATOR

Item	Total Amount
Material, Services, Construction	\$0.00
Labor (if separate charge)	\$0.00
Travel (travel time or trip charge)	\$0.00
Other Admin Fee Items (specify) Mobilization	\$0.00
Other Admin Fee Items (specify)	\$0.00
Other Admin Fee Items (specify)	\$0.00
Mileage Reimbursement	\$0.00
Per Diem	\$0.00
Shipping	\$0.00
Bond	\$0.00
Permits	\$0.00
Other Non-admin Fee Items (specify)	\$0.00
Other Non-admin Fee Items (specify)	\$0.00
Other Non-admin Fee Items (specify)	\$0.00
Sales Tax	\$0.00
Total	\$0.00
Mohave Admin Fee	\$0.00

Notes:

1. "Total Amount" should match the invoiced amount for each item.
2. "Total" should match the total.
3. Admin fee is charged on the cost of goods and services. Check your contract for confirmation of items with admin fee included in the unit price.
4. There is no admin fee on the cost of ancillary or pass-thru items (mileage, per diem, shipping, bonds, permits, sales tax, etc.). Check your contract for confirmation of items with no admin fee in the unit price.
5. Rebates are non-admin fee items. Enter rebate amount as a negative number in an "Other Non-admin Fee Items (specify)" row.
6. This spreadsheet calculates admin on the appropriate items.
7. A similar calculator can be developed for total monthly sales. Such calculators should multiply the total amount of applicable line items by .0099. This ensures that no admin fee is paid on the amount of admin fee already included in the contract price.

(Rev. 4/13/20 AM)

