



**School Specialty, Inc.  
Online Source for Instructional Aids,  
Supplies & Equipment  
15Q-SCHO-0302**

**MOHAVE EDUCATIONAL SERVICES COOPERATIVE INC.  
(928) 753-6945 KINGMAN  
[WWW.MESC.ORG](http://WWW.MESC.ORG)  
REV 03/19/15 MSC**

# General Information

- Member may obtain Mohave contract prices by logging into your account at [www.schoolspecialty.com](http://www.schoolspecialty.com) and creating a shopping cart, or by emailing a quote request to [quotes@schoolspecialty.com](mailto:quotes@schoolspecialty.com), or by contacting Allie Tossberg. Need a username? Contact Allie Tossberg: [allie.tossberg@schoolspecialty.com](mailto:allie.tossberg@schoolspecialty.com) 602-432-9713.
- Include MESC Contract # 15Q-SCHO-0302 on the purchase order.
- Orders may be mailed, faxed, emailed, or placed online. Need a username? Contact Allie Tossberg: [allie.tossberg@schoolspecialty.com](mailto:allie.tossberg@schoolspecialty.com) 602-432-9713.
- Orders will be shipped to the specified location.
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) directly with Customer Care: 888-388-3224, with Allie Tossberg: [allie.tossberg@schoolspecialty.com](mailto:allie.tossberg@schoolspecialty.com) 602-432-9713, or by using the online service center: <http://www.schoolspecialty.com/customer-care>.
- Member may use Pcards.
- Mohave's 1% admin fee is included in contract prices.
- School Specialty will remit admin fees to Mohave.

# Ordering Overview (On-Line Direct Order)

- Member sets up an account with School Specialty:  
[websupport@schoolspecialty.com](mailto:websupport@schoolspecialty.com) or Allie Tossberg  
[allie.tossberg@schoolspecialty.com](mailto:allie.tossberg@schoolspecialty.com) 602-432-9713.
- Member logs in to vendor website.
- Member determines the required products and services.
- Member obtains contract prices for quote, or places items in cart.
- Member uses a Pcard, or prepares a purchase order for School Specialty.
- School Specialty processes the member order.
- Member receives and verifies the order.
- School Specialty invoices the member.
- Member pays School Specialty.
- School Specialty will remit admin fees to Mohave.

# Ordering Overview (Direct Order)

- Member creates purchase order for products and/or services
- Member includes MESC Contract #15Q-SCHO-0302 on the purchase order.
- Purchase orders may be mailed, faxed, or emailed directly to vendor.
- Orders will be shipped to the specified location.
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) directly with Customer Care: 888-388-3224, with Allie Tossberg: [allie.tossberg@schoolspecialty.com](mailto:allie.tossberg@schoolspecialty.com) 602-432-9713, or by using the online service center: <http://www.schoolspecialty.com/customer-care>.
- Member may use Pcards for final payment.
- Mohave's 1% admin fee is included in contract prices.
- School Specialty will remit admin fees to Mohave.

# Blanket Purchase Orders

- Members may use blanket purchase orders under the contract.
- Each blanket purchase order should specify...
  - The period it can be used
  - The product or products to be purchased
  - Any excluded products or services
  - The maximum amount available to be spent
  - The authorized user or users
- Members must monitor blanket purchase order expenditures to avoid exceeding the maximum purchase amount.
- Blanket purchase orders used for online ordering can be set up with a reducing balance to ensure accuracy. Contact Allie Tossberg: [allie.tossberg@schoolspecialty.com](mailto:allie.tossberg@schoolspecialty.com) 602-432-9713.

# Questions

- For Mohave questions, contact Mike Nentwig at [mike@mesc.org](mailto:mike@mesc.org) or (928) 718-3203
- For School Specialty questions, contact Allie Tossberg at [allie.tossberg@schoolspecialty.com](mailto:allie.tossberg@schoolspecialty.com) or 602-432-9713.

# School Specialty Info



Online Ordering Video:

<https://schoolspecialty.wistia.com/medias/8wv06lxn0b>