



**District Authorization to Participate & Implement  
AEPA “Office & School Supplies”  
School Specialty Contract Award**

The \_\_\_\_\_ School District authorizes participation in the AEPA catalog discount bid award for “Office and School Supplies” to School Specialty and agrees to the following guidelines and understanding that Nebraska ESU Cooperative Purchasing is acting as the lead state AEPA agency “contract holder”:

- 1) All supply orders from within the school district will be sent directly to School Specialty (Vendor).
- 2) Supplies will be sent direct to specific schools as noted on purchase orders.
- 3) All invoicing will be issued to the participating school or district that issued the purchase order.
- 4) Prompt payment (net 30) will be made to Vendor for all materials received and invoiced in accordance with bid specifications.
- 5) All pricing awarded on the AEPA contract includes freight and administration fees in accordance with bid specifications.
- 6) Minimum order in accordance with bid specifications is \$50.00.
- 7) Nebraska ESU Cooperative Purchasing pricing in accordance with the AEPA award is offered to all participating members. No school district will be allowed to participate without signing this agreement. Copies of this agreement will be on file at School Specialty.
- 8) By accepting the AEPA School Specialty contract award all other School Specialty discount programs are superseded with this implementation.
- 9) Activation of the contract shall begin on the 1<sup>st</sup> & 15<sup>th</sup> of the month.
- 10) All other terms and conditions of the contract are agreed to.

As an official of the above school district, I authorize our district to participate in the Nebraska ESU Cooperative Purchasing pricing in accordance with the AEPA award to School Specialty. I also agree to the above terms and guidelines.

\_\_\_\_\_  
Signature of Authorized Officer

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Printed Name & Title

Co-op Member #: \_\_\_\_\_

\_\_\_\_\_  
Name of School or District

\_\_\_\_\_  
Address, City, State, Zip

*Please return this form completely filled out to:*

**School Specialty – Education Essentials**  
Attention: Lisa Neuenfeldt  
W 6316 Design Drive, Greenville, WI 54942  
Fax: 800-675-1775

<b>To be completed by School Specialty:</b>	
Territory Manager: _____	
Customer Account #: _____	
Date Received: _____	
<b>Bid #</b> _____	<b>Contract Code:</b> _____