MOHAVE
COOPERATIVE

Member Handbook

A guide to help Mohave Members obtain quality goods and services through Mohave Contracts

Revised January 3, 2020

Mohave Educational Services Cooperative, Inc.

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Phone 928-753-6945 Fax 928-718-3232
www.mesc.org

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Welcome New Member

Once we have approved your Cooperative Purchasing Agreement (CPA) you are ready to begin using Mohave cooperative contracts. Our website www.mesc.org enables you to search for products or services by type or by vendor name.

Mohave is funded by a one-percent (1%) administrative fee. This fee is associated with the contract purchase price of ordered materials or services (excluding shipping charges, taxes, bonds, permits, etc.). With the exception of e-rate services, all fees are remitted directly by the vendor.

The administrative fee is the primary means for supporting Mohave's operations to include salaries, facilities, vehicles, utilities, maintenance and supplies. This fee is lower than or equal to the fees charged by similar cooperatives around the nation. No direct tax dollars are utilized to fund our organization.

History of Mohave

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.

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 follows the same State-wide rules and procedures our members must use to award procurement contracts. All members can order through Mohave using those contracts. Cooperative purchasing can save members time and money.

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.

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

Effective January 1, 2008, Mohave implemented a new process change that allowed for purchase orders to be made out directly to the vendors. This had been requested for many years and the timing and situation became right to accomplish this change. After a year of training to vendors and members, Mohave began this process change. Among the major changes to this are the new invoicing and payment procedures as outlined in this revised handbook. Vendors are now invoicing members directly and members are now paying the vendors directly. Mohave's staff is still reviewing purchase orders and conducting audits of orders; however, the vendors and members now have far greater roles in the process of using Mohave contracts. Mohave is still an integral part of contract administration and management as well as being available for any dispute resolution.

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 fifteen 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.

Awarded Contracts

Mohave receives suggestions or requests for specific contracts through its member and vendor communities. Once these requests are verified as viable contract opportunities they are placed on a prospective list for future Mohave solicitations.

As time and resources allow, a new solicitation is developed. Mohave and member personnel research the requirements necessary and an Invitation for Bid or Request for Proposal is then drafted by Mohave's Contract team.

Notices describing the solicitation are emailed to vendors registered in Mohave's prospective bidders database for the goods or services listed in the solicitation. (Vendors may register as prospective bidders on our website - there is no charge associated with this registration.)

All responses to these solicitations are dated, time stamped and initialed by Mohave personnel upon receipt. Bids and proposals are opened and announced publicly at the due date, time and place noted.

After the public openings, a Mohave evaluation committee evaluates the responses. The committee is comprised of Mohave staff and may include member representatives. The responses are evaluated in accordance with the criteria listed in the solicitation. Bids are awarded to the lowest responsible and responsive bidder or bidders. Proposals are awarded to the vendor or vendors whose proposals are determined to be the most advantageous to Mohave and it's members in accordance with the evaluation criteria. With proposals, best and final offers may be required before contracts are awarded.

Single awards may not be advantageous to Mohave's members for some products or services. In those instances, a determination for multiple awards is completed. All award information is documented in writing.

Bids and proposals become contracts after final approval and signature by Mohave's Executive Director. All vendors receive notification of solicitation awards. Awards are posted on the Mohave website under the Contracts & Solicitations dropdown. Most contracts are awarded for one year and allow up to four consecutive one-year renewals.

All contract documentation is located under the specific vendor's page under the "Pricing & Docs" tab. This includes downloadable folders containing useful digital documentation for the awarded contracts. These folders contain information to assist you in your due diligence review of the contracts for compliance with competitive procurement requirements.

An independent auditor reviews our procurement practices each year as part of our financial audit. This audit examines Mohave's procedures and compares them with the Arizona Procurement Code and the Arizona State Board of Education School District Procurement Rules. The Procurement Practices Reviews can be found under the "Due Diligence" link at the bottom of our website.

Processing Standard Purchase Orders

- The Mohave vendor will provide you with a quote detailing the product or service description, any related part number(s) and the current approved contract pricing.

- You will prepare a purchase order that is in the vendor's name and references the vendor's specific Mohave contract number. You will send the purchase order and a copy of the vendor's quotation to Mohave by fax to 928-718-3232 or email to orders@mesc.org.

- A Procurement Specialist will review a sampling of items on your purchase order to determine if the purchase is compliant under the specific contract. Once completed the Procurement Specialist will stamp your purchase order with "MESC Reviewed" and forward the purchase order to you and the vendor via email. Under our contracts, Mohave vendors are prohibited from doing any work or providing any products until they have received Mohave's approval for the members purchase order.

- The vendor will then provide the goods or services as specified within the purchase order.
- Revisions to your purchase order must follow the same procedures as above.

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

A Procurement Specialist is committed to quick turnaround of your purchase order. This means that the vendor will generally receive the "MESC Reviewed" purchase order within one business day. Problems with a purchase order (such as incorrect pricing, including products or services that are not under contract, failing to attach a quotation, etc.) will delay processing. Peak order periods, such as the beginning or end of a fiscal year, may have longer turn around time. Even during peak periods, the procurement specialists make every effort to process all orders as quickly as possible.

Special Order Processing

Some orders such as e-rate, lease and direct orders require special order processing. Instructions and sample purchase orders for processing such orders are provided in the exhibits in this handbook.

Payments

In general, vendors will invoice at the time products are shipped or services provided. Lease and e-rate billing are exceptions (see exhibits). Each contracted vendor has slightly different invoicing procedures: however, for the most part, they are very similar.

Your Cooperative Purchase Agreement requires you pay within 30 calendar days of receipt of the vendor's invoice. Please work very closely with the contracted vendor to ensure payment is made in a timely manner. If you and the vendor are unable to agree upon matters relating to the invoice and/or general billing, please contact our Procurement Specialist for assistance.

Mohave procurement solicitations include provisions for vendors to offer prompt payment discounts. If these discounts are a part of the approved contract your entity will be the determinant as to whether these discounts are used.

Contract Examination

Mohave contracts are public documents. In accordance with Arizona law, they are available for inspection by interested parties. Persons inspecting Mohave contract documents may also obtain copies of some or all pages, upon request. Contact Mohave's Contracts Manager for details on inspection of contract documents.

Mohave contract pricing can be found at www.mesc.org. For members to view this pricing, you must contact the reference listed in the website for a user ID and password. Only one user ID will be issued to each member. It is important that this information not be shared outside of your organization, this pricing is being offered to you as a member of the Mohave Educational Services Cooperative.

Pricing

Mohave contract pricing can be fixed price, percentage of discount off a specified price list, or a combination of both. For contracts that use a discount off a price list, new pricelists become part of the contract upon Mohave's approval.

All price changes are subject to Mohave's approval. Special offers, quantity discounts, etc., must be received and approved by Mohave before they are offered to you.

E-rate contract prices do not include the administration fee because USAC (Universal Service Administrative Company) will not pay or reimburse administration fees. The vendor will invoice the member at contract prices for payment on goods and services, which are not funded, and will invoice the USAC for the funded portion. Mohave will invoice the member for payment of the administration fee. Administration fee is based on total contract usage.

Returns

Mohave has many contracts, each with a unique policy regarding returns. Regardless of a particular policy, returns on products purchased under Mohave contract should be arranged directly with the contracted vendor.

Contact the vendor as quickly as possible to request a return. After you have met the requirement of the return policy and accepted the obligation to pay any restock fees, the vendor will arrange for return of the product. Products must be returned as directed by the contracted vendor. They are not routed through Mohave. Mohave does not accept responsibility for items returned to our office in error.

Things To Keep In Mind:

- Advise us of any changes in your address, contact person, phone numbers, etc.
- Send issued purchase orders to Mohave made out to the contract vendor.
- Note the applicable MESC contract number on your purchase order.
- Check your emailed copy of the "MESC Reviewed" purchase order for notations.
- Send purchase order revisions and/or project change orders to Mohave.
- Make payments directly to the contract vendor who performed the services or delivered the goods (exception admin fee on E-rate purchases is paid to Mohave).
- Contact Mohave whenever you desire assistance with questions, problems and/or disputes.

Send Purchase Orders To:

Send approved purchase orders and backup documentation (POs must be made out to the vendor) to:

Email: orders@mesc.org -or- **Fax: (928) 718-3232**

For ASPIN/Mohave information and procedures, please visit the website at:

www.mesc.org/aspin, -or- **call (520) 888-9664** -or- **800-552-3534**

Where Do I Go For Help?

Administrative Questions

Anita McLemore C.P.M., Executive Director	928-718-3075	anita@mesc.org
Mark DiBlasi, CPPB, Director of Mohave Operations	928-718-3220	mark@mesc.org
Terra Hardcastle, CPA, Director of Mohave Operations	928-718-3234	terra@mesc.org

Contract Questions

Nancy Colbaugh, CPPB, Contracts Manager	928-718-3228	nancy@mesc.org
Maria Brissette, Contract Specialist I	928-718-3237	maria@mesc.org
Michael Carter, CPPB, Contract Specialist I	928-718-3222	michael@mesc.org
Michael Nentwig, CPPB, Contract Specialist I	928-718-3203	mike@mesc.org

Purchase Order and Invoice Questions

Griselda Cruz, Procurement & Audit Manager	928-718-3208	griselda@mesc.org
Veronica Escobedo, Procurement Specialist	928-718-3207	veronica@mesc.org
Erin Gordon, Procurement Specialist	928-718-3216	erin@mesc.org
Sherry Jimenez, Procurement Specialist	928-718-3219	sherry@mesc.org
Aracely Rivas, Procurement Specialist	928-718-3226	aracely@mesc.org

Accounting Questions

Linda Green, Accounting Manager	928-718-3204	linda@mesc.org
Mary Brooks, Audit Specialist I	928-718-3221	mary@mesc.org
Chris Mauser, Audit Specialist I	928-718-3215	chris@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

Outreach & Education

Deborah Sandoval, Director of Outreach & Education	602-277-4290	deborah@mesc.org
Chelseya Molner, Outreach Specialist	602-277-4290	chelseya@mesc.org

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EXHIBIT 1

MOHAVE MEMBER ORDER PROCESS NOTES

E-rate Purchases

- Mohave will invoice member for the admin fee of total contract usage.
- 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 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 2 PURCHASE ORDER PROCESS FLOWCHART

Mohave Member Order Process

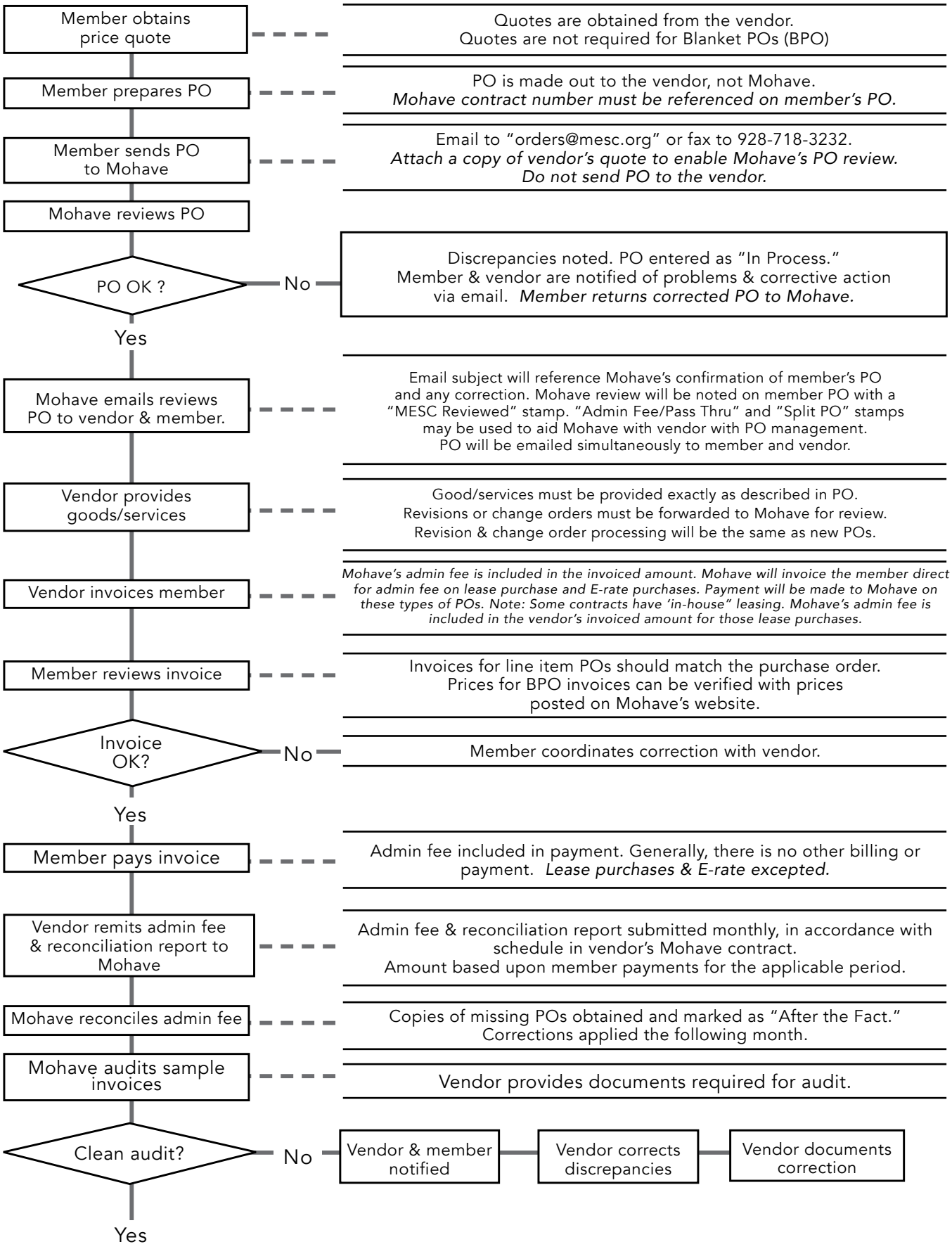

EXHIBIT 3 SAMPLE STANDARD MEMBER PURCHASE ORDER

Issue PO to the Mohave vendor, but send it to Mohave for review. ***Do not send the PO directly to the vendor!***

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: 7/01/12

Questions? Jane Buyer 602-321-6543

Member contract info can also be listed in the body of the PO.

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

Ship To:
Attn: Central Receiving
XYZ Member

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	17.50		250.00	1,000.00
			Mohave Contract #08-ABC-1234				
			Attached: Quote				

A complete part number and description allows for quick PO review. Include color, fabric, etc., when applicable.

The Mohave Contract number is required on all POs for Mohave's PO review and for the vendor to perform the work.

A copy of the vendor's quote helps Mohave review Member's PO.

APPROVAL SIGNATURES Joe E. Purchase

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

Sub-Total:	1,000.00
Freight:	0.00
Tax:	0.00
Total Amount:	1,070.00

Order Via: **Email**

Notes:

Receiving Department Closed Fridays
Order must be received by 6/30/09

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EXHIBIT 4
USING MOHAVE CONTRACTS UNDER E-RATE

- Member will issue a 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. 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. Amount of the purchase order will be equal to one-percent (1%) of the total cost of the goods and services used on the Mohave contract (Mohave's administration fee). Prices in Mohave's E-Rate contracts do not include the one-percent administration fee.
- Member will issue a 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. 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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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.

EXHIBIT
SAMPLE E-RATE ADMIN FEE PURCHASE ORDER

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

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

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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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.

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.

EXHIBIT
SAMPLE E-RATE GOODS & SERVICES PURCHASE ORDER

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

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

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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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 6

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 contract awarded to a vendor from a Mohave leasing solicitation. 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 MESC 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.

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 7

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 MESC 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 a "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, freight, etc.).

5. Mohave issues a "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, the 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 8 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

Mail invoices to above address

PO # must be on all documents
MSDS sheets must accompany all products

PO issued to the Mohave Financing Contractor

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 Attached: Detailed Quote for 25 Dump Trucks 25 Trucks @ $102,710.88 Each Using: Mohave Contract #08-TRUK-1122				124,675.10

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

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).

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

The Mohave contract number(s) 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:	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 9

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, for 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" to the Mohave equipment contractor.

6. Mohave's equipment Lease Order amount is equal to the cost of the purchase of the equipment (cost of equipment, freight, etc.).

7. Copies of the Mohave Lease Order, member's PO to third party financing contractor, detailed equipment quote and a copy of a financing proposal from the financing contractor are sent to the Mohave member, and Mohave equipment contractor.

8. The Mohave equipment contractor will submit the invoices for the equipment directly to the member or third party financing contractor.

9. The third party financing contractor pays the Mohave equipment contractor in full upon receipt of the invoices and acceptance certificate from the member.

10. The Mohave equipment contractor reports and pays the Mohave admin fee on their monthly reconciliation report to Mohave.

11. The third party financing contractor invoices the member directly for all lease payments.

12. The member makes lease payments directly to the third party financing contractor.

Rev. 4/10/17, AM

EXHIBIT 10 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

Mail invoices to above address

PO # must be on all documents
MSDS sheets must accompany all products

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

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
			Using: Mohave Contract #09-BUSS-0423 3-84 Passenger Busses w/ Opitions $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).

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

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**

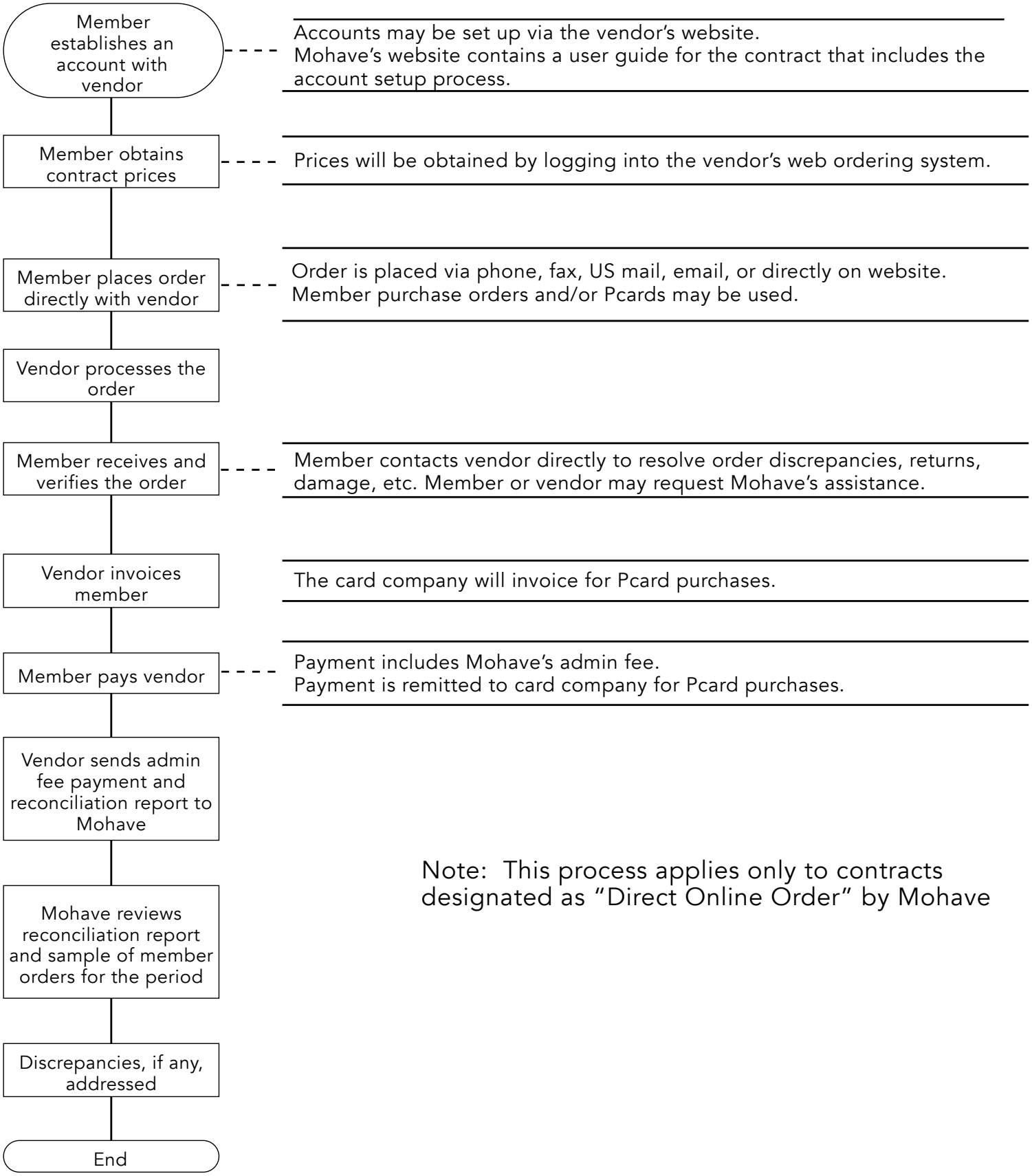
Notes:

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

FILE COPY

EXHIBIT 11 Direct Online Order Process

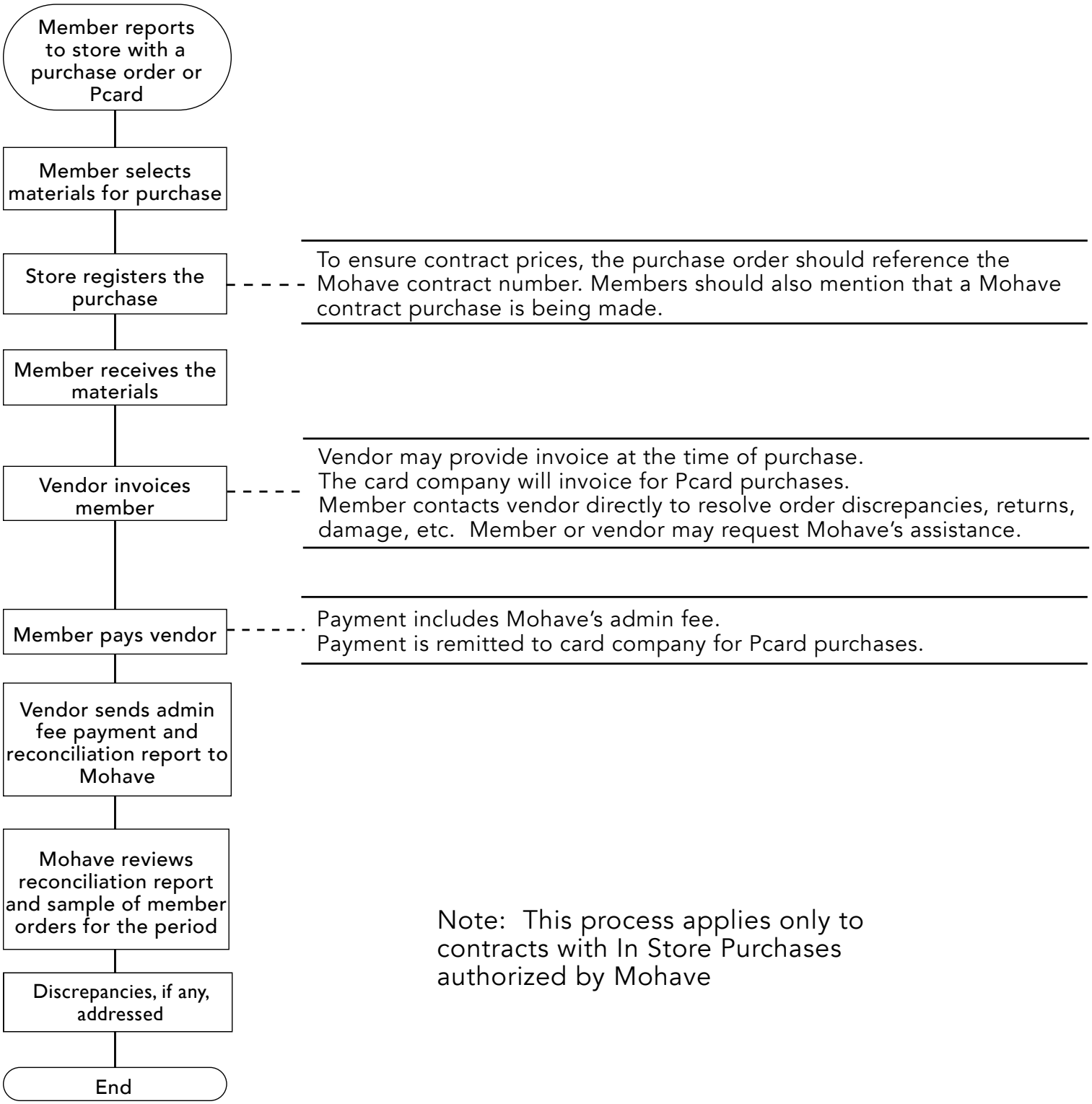
(More details may be found under the "More Info" tab of any Direct Online Order Vendor)



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

EXHIBIT 12 In Store Purchase Process

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



Note: This process applies only to contracts with In Store Purchases authorized by Mohave

EXHIBIT 13

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 various 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 an "Adminfeeable" stamp to assist vendors with the Reconciliation Report. This stamp differentiates the line item amounts Mohave should receive administration fees on versus those considered non eligible administration fee items. This stamp will not be used on blanket purchase orders. Only the review stamp will be used.

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 contract breakout for each contract used on the member purchase. The highlighted contract will correspond to the amounts on the "Adminfeeable" stamp. 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				

Attached: Quote

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

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
csbsfullpriceupdate 012710.xls

This is the price file reviewed for this PO.

APPROVAL SIGNATURES Joe E. Purchaser

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)

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

MESC REVIEWED
LLN PRICING 102208
DHP

This is the price file reviewed for this PO.

Adminfeeable $ 86550.18
Pass Thru $ 9087.96
(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. The amounts are for the materials & work under the reviewed (highlighted) contract (06E-DHP-0914).

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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Mohave Log Record for this part of the PO.
DHP 22254

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**

MESC REVIEWED
DHDR CURRIES PRICING
050908

This is the price file reviewed for this PO.

"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).

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:	131,584.36

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

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Page 1 of 1

Mohave Log Record for this part of the PO. DHDR 22255

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.