(Date)

Memorandum For: (Contractor Name)  
(Address)

From: (E&I Co-op Member, Contracting Office)  
(Address)

Subject: Authorization to Utilize E&I Cooperative (E&I) Contract

1. As a current member of E&I Cooperative Services, (name of Institution/authorizing E&I Member), authorizes (name of Dealer/Contractor) for (Contract/Delivery Order#) to utilize the competitively solicited and awarded E&I Cooperative contract in the acquisition of services and products on behalf of the (name of E&I Member). In an effort to reduce costs and time, and based on delivery of the services and products to (name of Institution/authorizing E&I Member) as part of a contract in which the dealer/contractor is providing the services and products, the following shall apply:

   a) The acquisition of services and products for use under (Contract/Delivery Order #), are available for purchase through the E&I contract (name of Supplier), (CNR/#xxxxx), and are subject to the terms and conditions, pricing, and delivery as well as the limitations set forth herein.

   b) The issuance of a Tax Exemption certificate in lieu of payment of State and/or other taxes for which (name of Institution/authorizing E&I Member) is not liable on services and products purchased under this procurement method.

2. Purchase Orders under this contract will be placed with (name of Contracted E&I Supplier) in accordance with the terms and conditions of the contract including pricing. A copy of the signed Authorization shall be furnished to (name of Contracted E&I Supplier) and to E&I Cooperative Services and shall contain the following statement:

   “This order is placed as requested by (name of Institution/authorizing E&I Member) in accordance with its established and authorized usage of Cooperative Purchasing Contracts. Title in property (inclusive any products and services) delivered hereunder shall vest in (name of Institution/authorizing E&I Member). All warranties for services and the products shall be considered transferred to the Institution upon acceptance of the delivery and installation of the order. In the event of an inconsistency between the terms and conditions of this authorization and those of the Contract, the latter will govern.”

3. This authority to utilize the Purchasing Contracts of E&I Cooperative is not transferable or assignable except through (name of Contractor’s) authorized subcontractors in the performance of the order stated above and is in effect from (start date) to (end date) or sooner, if terminated by (name of Institution/authorizing E&I Member).

(Signature)  
(Name)  
(Contracting Officer)

Attachment: Tax Exemption Certificate