



P.O. Box 400
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512-467-0222
800-695-2919
Fax: 800-211-5454
www.buyboard.com

March 22, 2004

Sent Via E-mail: lauraj@texaslibrary.com

Ms. Laura Jirkovsky
South Texas School Furniture
107 North Main
Hallettsville, TX 77964

Proposal Name & Number: School, Office Science, Library & Dormitory Furniture #191-04

Dear Ms. Jirkovsky:

Congratulations, your company has been successful on the above referenced proposal! This contract will be effective April 1, 2004.

To see the items your company has been awarded, please review the proposal tabulation #191-04 on the following website: www.vendor.buyboard.com. In addition, on this website you will find the membership list which will provide you with the names of all entities with membership in our purchasing cooperative.

Attached to this letter you will find the following documents:

- Password Information (will be provided at a later date)
- Vendor Quick Reference Sheet
- Electronic Catalog Format Instructions

Receipt of a purchase order directly from a Cooperative member is not within the guidelines of the coop. Accepting orders directly from member entities may result in a violation of the State of Texas competitive bid statute and cancellation of the proposal award. Therefore, all orders must be processed through the Cooperative in order to comply. We request your assistance in immediately forwarding by fax (1-800-211-5454) to the cooperative any orders received directly from member entities. If by chance an order sent directly to you has been unintentionally processed, please fax it to the Cooperative (1-800-211-5454) and note it as **RECORD ONLY** to prevent duplication.

On behalf of the Texas Association of School Boards, we appreciate your interest in the Cooperative and we are looking forward to your participation in the program. If you have any questions, please contact me at 512-467-0222, ext. 7154 or 1-800-695-2919.

Sincerely,

Sharon McAfee
Bid Administration Manager

