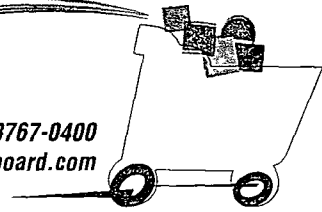




P.O. Box 400, Austin, Texas 78767-0400
800.695.2919 • Fax: 800.211.5454 • buyboard.com



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December 4, 2015

RE: Rebate Check

Dear BuyBoard member:

We are pleased to present your organization with the enclosed rebate check.

Because of your participation and confidence in The Local Government Purchasing Cooperative and BuyBoard®, the program has continued to grow over the last few years. The purchasing volume exceeded \$977 million for the 2014-15 fiscal years, and membership has grown to over 4,700 governmental and non-profit members throughout the state.

As a result of the continued growth, the Coop is sending rebate checks to eligible members. The rebate is reflective of the Coop collecting more in vendor service fees than it needed to cover its annual expenditures. As a result, the Cooperative Board approved a distribution of \$5.8 million to be rebated to 981 members, based on each entities contribution to the Cooperative's excess revenue. The enclosed check results from your participation in the Cooperative for the 2014-15 fiscal years.

Our goal is to continue to offer high-quality products at competitive prices from top-performing vendors so that you always find value in the Cooperative and BuyBoard.

Thank you for your participation in the Cooperative, and we look forward to serving you even better in the future.

Sincerely,

Mr. Matthew J. Rivera
Chair
The Local Government Purchasing Cooperative

Endorsed by



The Local Government Purchasing Cooperative
 P O Box 400
 Austin, Texas 78767-0400
 (800) 695-2919

JPMorgan Chase Bank, N.A., Dallas, TX
 Controlled Disbursement

88-88/1113

00013446

11/30/2015

Vendor No 183275

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FOUR THOUSAND FIVE HUNDRED SIXTY AND 74/100*****

COPY

COPY

\$*****4,560.74

VOID IF NOT CASHED IN 90 DAYS

PAY TO THE ORDER OF PANOLA COUNTY
 110 SOUTH SYCAMORE STREET RM 216-A
 CARTHAGE, TX 75633

James Blens

VOID IF OVER \$4560 74

⑈00013446 ⑆111300880⑆ 734240047⑈

THE FACE OF THIS CHECK IS BROWN ON WHITE PAPER AND AN ARTIFICIAL WATERMARK APPEARS ON BACK OF CHECK

The Local Government Purchasing Cooperative
 P O Box 400
 Austin, Texas 78767-0400
 (800) 695-2919

Net Amount \$*****4,560 74
 Payee Name PANOLA COUNTY

00013446
 11/30/2015

Invoice Number	Invoice Date	Description	Gross	Discount	Amount Paid
113015	11/30/2015	2014-15 COOP BUYBOARD REBA	4,560 74		4,560.74
TOTAL			4,560 74		4,560 74

Panola County

Purchase Orders Paid by Vendor for 9/1/2014 to 8/31/2015

Vendor	PO Number	PO Date	PO Total	Rebate Total
John Deere	57255	R+B 10/18/2013	\$46,289.22	\$253.10
John Deere	57442	R+B 1/16/2014	\$47,459.78	\$259.50
Doggett Machinery Services - Houston	P0002375	R+B 10/21/2014	\$209,500.00	\$1,145.51
Doggett Machinery Services - Houston	P0002376	R+B 10/21/2014	\$88,800.00	\$485.54
Doggett Machinery Services - Houston	P0002377	R+B 10/21/2014	\$88,800.00	\$485.54
Performance Truck	P0002439	R+B 10/30/2014	\$92,441.68	\$109.36
Silsbee Ford	P0002495	R+B 11/4/2014	\$42,967.50	\$109.36
Caldwell Country Chevrolet	P0003139	R+B 1/14/2015	\$23,894.00	\$109.36
Caldwell Country Ford	P0003955	R+B 4/13/2015	\$29,335.00	\$109.36
Doggett Machinery Services, LTD Louisiana	P0004188	R+B 5/4/2015	\$95,000.00	\$519.44
The Grasshopper Company	019851	Airport R+B 5/27/2015	\$13,299.75	\$72.72
Doggett Machinery Services, LTD Louisiana	PO005056	R+B 7/28/2015	\$165,000.00	\$902.19

Totals: \$942,786.93 \$4,560.99

4560.74

Misc. Revenue

R+B 200-360-41020

~~4488.27~~ 4488.02

General 100-360-41020

72.72

~~4560.99~~ 4560.74

Your membership is important to us!

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What BuyBoard® can do for you

Combining the purchase power of local governments provides members—big and small—the leverage to achieve better pricing on products, equipment, and services they use every day. There is power in numbers, and BuyBoard has delivered the vast economies of scale in purchasing products and services to members since 1998.

Member rebates

The Cooperative has a long history of issuing member rebates. Since 2006, we have rebated just over \$20.8 million to our governmental membership—a claim no other Texas-based cooperative can make. The rebate is reflective of the program's value, benefit, and nonprofit administration. In addition to the Cooperative rebate, some BuyBoard vendors also provide rebates directly to members—a double bonus!

Request for Quotes (RFQ) application

BuyBoard's RFQ functionality allows members to request pricing on volume needs from multiple vendors. This convenient and efficient process can be finalized in a matter of days, versus weeks or months, for a typical formal bid/proposal.

Member governed

The Cooperative is governed by an 11-member board of directors, the majority of whom are purchasing professionals that represent members from schools, cities, and counties. The board's only function is to govern the Cooperative and award all contracts directly with no delegation of authority to staff. Because all contracts are advertised and solicited directly, no lead agency is involved.

Support of public education and local governments

BuyBoard was created to support and serve public schools, municipalities, counties, and all types of local government agencies and nonprofits. That support and service is evidenced in the list of organizations that endorse the program and in turn support their respective membership. Purchasing through the BuyBoard means your agency is helping to support the statewide organizations that support you.

The bottom line is product pricing and cost to taxpayers. Our pledge to your organization is that BuyBoard can provide you competitive pricing, a trusted and transparent procurement process, reduced internal costs, and superior service.

BuyBoard®
Cooperative Purchasing

Endorsed by



Purchasing made easy

As easy as 1-2-3...

1. Identify the vendors and/or products you need
2. If necessary, call the vendor and request a "BuyBoard Quote" The other option is to use the RFQ function to request pricing from multiple vendors.
3. Issue your PO in the name of the vendor, indicate on the PO "Per BuyBoard Contract," and fax or e-mail to the following

Fax: 800 211 5454 • **E-mail:** info@buyboard.com

Purchase order compliance

When using BuyBoard, your purchase order (PO) must be documented in the BuyBoard system. This is important for a number of reasons:

Bid Compliance—If you are questioned about a specific purchase, use of the BuyBoard serves as documentation that the purchase was made through the Cooperative. With no documentation, the assumption is that the order was not made using the BuyBoard contracts.

Documented Audit Trail—BuyBoard provides a documented audit trail for auditors to reference when determining if local or state procurement requirements were satisfied.

Rebate Credit—If purchase orders are not accounted for in the BuyBoard, then any potential rebate is lost.

Additional options for PO compliance

Monthly PO Report—Members can submit a monthly PO report that is uploaded into the BuyBoard to document PO activity. This usually starts with identifying the vendors being used under the BuyBoard contracts and flagging them in the financial/purchasing system. The PO activity is then exported to an Excel spreadsheet template and e-mailed to the BuyBoard. (Contact us if you would like the Excel template.)

BuyBoard Website—Each user has a security role, defined by the entity, which allows the user to shop and/or transmit a PO to the vendor. Individuals who have this role can attach their organization's actual PO to the BuyBoard header information and transmit the PO to the vendor through the BuyBoard system. This automatically documents the PO in the BuyBoard.

Important reminders

- Always try to mark your PO with "Per BuyBoard" to avoid confusion.
- If the PO was previously sent to the vendor, please mark with "Record Only or Confirming Copy."
- We can accept vendor invoices and credit card or P-card statements as long as each indicates the vendor name, amount spent, and what was purchased.
- If you don't use purchase orders, we can accept a signed letter of authorization or signed proposal or quote.
- We can accept purchase information for orders as old as 90 days.
- Check the PO Status Report frequently to see if any are missing.
- BuyBoard Quarterly Reports, mailed each quarter, help you confirm that all purchases for the last 90 days have been reported. If any are missing, send us a copy of the transaction(s).

Compliance is essential when buying through BuyBoard—but the steps are short and simple! Our goal is not only to keep you in compliance with state and local procurement requirements but also to help you maximize your BuyBoard rebate. **Remember, if BuyBoard isn't notified, you will lose rebate dollars.**

buyboard.com • info@buyboard.com

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12007 Research Blvd., Austin, TX 78759



Endorsed by

