THE INTERLOCAL PURCHASING SYSTEM 4845 US Highway 271 North, Pittsburg, Texas 75686 Tel 866-839-8477

September 8, 2014

Martin's Office Supply

RE: ALL TIPS AWARDED CONTRACTS

TO WHOM IT MAY CONCERN:

The Interlocal Purchasing System (TIPS) has initiated a new electronic purchase order processing system that will enable TIPS to better serve our members and vendors effective July 7, 2014.

We realize that Martin's Office Supply is an "Automated" vendor who electronically reports to TIPS all sales monthly. Therefore, Martin's Office Supply is exempt from the requirement of members emailing their vendor PO's to TIPS for processing.

Please use this document to send to your TIPS Members as verification that they are not required to send their Martin's Office Supply purchase orders for TIPS purchases to the TIPS office for processing. They may continue to work directly with Martin's Office Supply in placing TIPS orders.

If you have any questions, please contact the TIPS office at 866-839-8477.

Sincerely,

Kim Thompson

TIPS Cooperative Coordinator