

[Applicant Letterhead]

Date: *[Must meet appropriate E-Rate requirements]*

Vendor Name
Vendor Address

Dear *[Vendor Name]*:

This letter will confirm our agreement to purchase materials and/or services from your company during fiscal year *[enter dates]* as listed in the attached specification(s) and price quotation(s).

This purchase agreement may be cancelled only upon notification to you that sufficient E-rate funds are not available during that fiscal year or the School Board for that fiscal year has failed to confirm the purchase agreement. Such cancellation shall be effective immediately upon your receipt of the notice of cancellation.

To accept these terms and conditions, please sign and return one copy to: *[Enter name, address, fax, as appropriate]*.

We look forward to working with *[Enter Vendor Name]* on this project.

Sincerely,

[Signature]
[Name & Title]

Vendor Agreement:

By: _____

Date: _____