



A Department of Education Service Center Region 8, 4845 US Highway 271 North, Pittsburg, Texas 75686, (866) 839-8477

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08/31/2021

Re: TIPS Member – Delivery of TIPS Rewards

Dear Valued TIPS Member:

**Congratulations on earning the enclosed TIPS Rewards! TIPS strongly encourages you to deposit your TIPS Reward check at your earliest opportunity as this reward is valid for ninety (90) calendar days of the check issuance date. After such time, the Reward check becomes null and void for the specified rewards fiscal year.**

We want to thank you for choosing to utilize The Interlocal Purchasing System (“TIPS”) for your cooperative purchasing needs. We constantly strive to improve our processes and serve you, our valued TIPS Members, to the best of our ability. Nothing means more to us than to know that you continue to depend on and trust TIPS with your purchases. We know that this year has been anything but easy for our TIPS Members, which is why TIPS could not be more excited to be writing to deliver your TIPS Rewards!

As you may be aware, TIPS Rewards Dollars are awarded based on all of your annual (fiscal year) purchases reported to and processed through TIPS within 30 days of the issue date. A TIPS Rewards purchase is considered completed once TIPS has received full payment from the Vendor. **We welcome you to login into your TIPS Member Portal, update all of your current Member information, and view a report of all reported TIPS purchases which contributed to your TIPS Rewards for the fiscal year.**

We hope that your TIPS Rewards include every intended TIPS purchase. However, we would like to take this opportunity to encourage review and utilization of the **TIPS Purchase Order Reporting Requirements** to ensure that you are maximizing your TIPS Rewards and receiving every TIPS Reward dollar that you deserve:

- Visit the TIPS website at: [www.tips-usa.com](http://www.tips-usa.com) and search “All Contracts” or “All Vendors” to locate a specific Vendor, service, or product.
- When completing a TIPS purchase, the TIPS Member must request a TIPS Quote from the TIPS Vendor with the TIPS Contract Number referenced on the quote. You can easily request a quote using the TIPS Member Portal.
- If the Member decides to proceed with the purchase, the Member must submit the TIPS Quote & PO (payable to the awarded TIPS Vendor) both referencing the TIPS Contract Number, to [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com).

- Please note that all vendor instructions must be included on the PO as vendor instructions detailed in the body of the email are not seen by the Vendor.
- A comprehensive list of “automated vendors” can be found at [www.tips-usa.com/automatedvendors.cfm](http://www.tips-usa.com/automatedvendors.cfm). If the vendor is an “Automated Vendor” please send the TIPS Quote & PO directly to the vendor.
- Member payment will be made directly to the Vendor by the Member as agreed by the parties.
- In the event a Member submits PO directly to Vendor that is NOT an “Automated Vendor”, it must be immediately forwarded to TIPS marked as “confirmation only” within 30 days of the issue date. Please see the TIPS Reseller Procedure when using a Reseller of the primary TIPS Vendor.
- TIPS PO Department is always available to assist with your specific PO questions / concerns and can be reached via email at [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com).

If you should have questions or concerns about your enclosed TIPS Rewards, please contact [Jaci.Merritt@tips-usa.com](mailto:Jaci.Merritt@tips-usa.com) or call 866-839-8477. For questions or concerns about your TIPS Member Portal, please call 866-839-8477 or email [Reid.Williams@tips-usa.com](mailto:Reid.Williams@tips-usa.com). Thank you again for choosing TIPS and we look forward to serving and rewarding you in this new fiscal year!

Thank you,

Charlie Martin

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