

S U S A N

C O M B S

TEXAS COMPTROLLER *of* PUBLIC ACCOUNTS

P.O. Box 13186 • AUSTIN, TX 78711-3186



April 12, 2011

DIANA ALEXANDER, ASSET CTRL SPE
WISE COUNTY
PO BOX 952
DECATUR, TX 76234

Account number: C2490

RE: State of Texas Cooperative Purchasing Program
Annual Membership Renewal

Dear Ms. Alexander:

Now is the time to keep the state of Texas' \$13 billion purchasing power working for you. Your entity's State of Texas Cooperative Purchasing Program (CO-OP) membership will expire on 05/14/2011.

Your CO-OP membership lets you enjoy the ability to save money on goods, save time by ordering through existing state contracts and order thousands of items online using the TxSmartBuy system. You also get the peace of mind knowing that the Texas Comptroller's office stands behind all contracts to ensure they offer the best value for the state of Texas.

To ensure uninterrupted access to all of the advantages of your CO-OP membership, including term contracts, TXMAS and travel contracts, please send your membership fee by 05/14/2011.

Everything you need to know to make the most of your CO-OP membership is on our website at www.window.state.tx.us/procurement/prog/coop and in our CO-OP manual, listed on the site under "Publications" on the left-hand column.

We're at your service: Please feel free to contact us at (512) 463-3368 if you ever have any questions or comments about this program.

Thank you for your participation.

Sincerely,
State of Texas CO-OP Team

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First Notice

State of Texas Cooperative Purchasing Program (CO-OP) Annual Membership Participation Fee

Account number: C2490

Authorized signers: DIANA ALEXANDER, ASSET CTRL SPE
BILL MCELHANEY, CO JUDGE

Primary e-mail address: asset@co.wise.tx.us
Secondary e-mail address:

NOTE: If your agent of record (contact person) has changed, please go to www.window.state.tx.us/procurement/prog/coop/coopform and complete the name change form.

DUE DATE: 05/14/2011

State of Texas CO-OP annual membership participation fee: \$100

Please make your check payable to: State Comptroller

Mailing address: Texas Comptroller of Public Accounts
P.O. Box 13186
Austin, TX 78711

Questions? Call (512) 463-3368, or e-mail coop@cpa.state.tx.us.

Amount enclosed: \$ _____

NOTE: Payment must be received by the due date to ensure uninterrupted access to CO-OP membership contracts.

Return this invoice with payment