

Association of Educational Purchasing Agencies, Inc. (AEPA)

To join the Association of Educational Purchasing Agencies, Inc. (AEPA):

1. Obtain a copy of the Application Procedures, Application for Membership and Memorandum of Understanding from the website www.aepacoop.org or from any AEPA member.

2. Complete the Application for Membership. In order to complete this form, you will need student data for the districts you serve.

3. Complete the Memorandum of Understanding. It must be approved by your governing board and signed by the administrative head of the entity.

4. Forward both documents to Tom Post, President, Association of Educational Purchasing Agencies, 1460 Craig Road, St. Louis, MO 63146-4842.

5. Existing members will consider applications for approval.

6. Only **ONE** entity within the state may be a representative of AEPA. Each state must develop a plan to determine the representing agency.

7. States not having an Educational Service Agency, or those needing help in formation, may be assisted by an AEPA member that has a significant presence in that state.

8. Applicants are strongly urged to be a member of the Association of Educational Service Agencies.

9. Tom Post, on behalf of AEPA, will notify in writing the agency making application to AEPA of the decision of the members.

10. If you have any questions regarding membership or AEPA, contact Tom Post at (314) 692-1234 phone, (314) 872-7970 fax, email: tpost@csd.org, or any other AEPA member listed on the website.

**Association of Educational Purchasing Agencies, Inc.
(AEPA)**

Application for Membership

Legal Name of Entity _____

Type of Entity _____ (IRS Determination)

Agency Address _____

City _____ State _____ Zip _____

Primary Contact _____ Phone _____

Contact Email _____ Fax _____

A. Check below which one best describes your type of entity

- 1. Educational Service Agency
- 2. Local Public Body or School District
- 3. State Agency
- 4. Private Entity
- 5. Other _____

B. Indicate Y or N as to your status

- 1. Are you Non-Profit
- 2. Are you subject to an "Open Meetings" law/provision
- 3. Are you subject to a "Public Information Act" law/provision

C. Describes who owns or controls your entity _____

D. Indicate Y or N as to whether you

- 1. Provide products or services to public school districts in your state
- 2. Provide products or services to public school districts outside your state
- 3. Provide products or services to private schools in your state
- 4. Provide products or services to private schools outside your state
- 5. Provide products or services to other public entities (cities, counties) in your state
- 6. Provide products or services to other public entities outside your state.
- 7. Provide products or services to non-profit entities (churches, hospitals) in your state.
- 8. Provide products or services to non-profit entities outside your state
- 9. Provide products or services to private entities in your state
- 10. Provide products or services to private entities outside your state

E. Complete the following regarding your relationship to other entities

1. How many School Districts are in your state? _____
2. What is the Student population in your state? _____
3. How many ESC/ESA/ESD's are in your state? _____
4. How many of these ESC/ESA/ESD's does your agency represent when bidding? _____
5. To what organizations do you belong? _____

F. Complete the following if you provided cooperative purchasing in your state last year

1. How many districts in your state purchased through your contracts last year? _____
2. How many ESC/ESA/ESD's in your state purchased through your contracts last year? _____
3. What were your total sales last year? _____
4. What were your total sales in your state last year? _____

G. Complete the following requests

1. Identify the products and services you provide to school districts and other entities, and if you work with other states, list them

2. Discuss your capacity and resources to deliver a high quality cooperative purchasing program.

3. Describe your relationship to other ESA's in your state, if ESA's exist in your state.

4. Describe your relationship with AESA.

Signed

Date

Printed Name

Position

Return this Application with the signed Memorandum of Understanding to:

Tom Post, President
Association of Educational Purchasing Agencies
1460 Craig Road
St. Louis, MO 63146-4842