



STATE OF ARKANSAS
**Department of Finance
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Memorandum of Agreement

**To: Leland Stanford
Office Depot Business Services Division
National Account Manager, Local Government Services**

**From: Joe Giddis
Director, Office of State Procurement**

Date: March 3, 2006

Subject: Participation in U.S. Communities Office Supply Contract

This memorandum will serve to acknowledge that the State of Arkansas has agreed to participate in the U.S Communities contact with Office Depot for the purchase of office supplies and promotional items. We have familiarized ourselves with the contract's terms and conditions and have also reviewed the Master Intergovernmental Cooperative Purchasing Agreement and understand that the terms of these agreements will take effect upon execution of the Office of State Procurement's registration with U.S. Communities.

This document will authorize Office Depot to complete the registration process on behalf of the Arkansas Office of State Procurement for the State of Arkansas, it's agencies, state supported colleges and universities, and cooperative purchasing participants for participation in the above referenced contract.