



## **Ed Tech JPA: Vendor Purchase Agreement Checklist**

- Purchase Agreement** – Members should send you a copy with their information, and Exhibit A (see below). Your organization and the member will need to sign.
  
- Order Information and Implementation Plan** – Members should include the Quote or other detailed information you provided regarding their purchase as Exhibit A in the Purchase Agreement.
  
- Purchase Agreement Addendum (if applicable)** - Members should send you a copy with their information. Your organization and the member will need to sign.
  
- California Student Data Privacy Agreement** – Members should send you a copy of their completed, signed Exhibit E for your records.

Members should issue a PO directly to your organization and work directly with you regarding implementation and service.

At the end of each Quarter submit a Quarterly Report and Administrative Fee to Ed Tech JPA.