



**U.S. COMMUNITIES Electrical, Lighting, Data Comm.
& Security Products Contract # EV2370
State of Arkansas Contract - Various Authorized Dealer Contracts**

Arkansas State Agencies/Political Subdivision User Instructions

SCOPE: This is a cooperative contract for Graybar Electrical, Lighting, Data Comm., & Security Products made available at discounted pricing to State agencies and political subdivisions.

How to Get Started

1. On DFA's, Graybar Contract web page, click on Graybar Pricing or contact Thomas Patton (below).
2. Using this document, you can look up Graybar products and get pricing.
3. When placing an order, you will need to contact your local Graybar store to get instructions for issuing a purchase order. Be sure to tell them you want to purchase off the State's, U.S. Communities, contract.

Ordering Procedures

FOR STATE AGENCY USE: When utilizing this contract, if the total projected cost (TPC) of all items on a single purchase order is \$20,000 or greater, a purchase requisition (PR) must be created in AASIS. In addition, both your agency's purchase order and the outline agreement number must reference the purchase requisition number.

Purchase orders are best submitted by email but they can also be submitted by fax or U.S. mail.

For questions or assistance, contact:

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