

training corner

“Did you verify the vendor’s quoted price on that last PO?”

Mark Kinsey, Director of Outreach and Education

For the past year, Mohave members have been able to access all Mohave contract pricing on our website. **If you have not received your User ID and Password, please e-mail jimd@mesc.org right away....**

In order to properly make your purchase in accordance with the contract terms and at the contract price, we have established the MESC online “Contract Pricing” page (the image below is the actual title heading of this page).



To access the page, go to our www.mesc.org website, Member Information, and under the column heading of “Member Info”, click on the “Contract Pricing” tab (or access from the website’s main menu at the “Quick Start” tab. This should take you to the login for the Contract Pricing page.

Step-By-Step Instructions: See the [Contract Pricing Exhibit](#) (PDF, approx. 1.2 MB) for detailed instructions for using Mohave's online Contract Pricing information.

Why is using this Contracts Pricing page so important? Among the many questions the auditors will most likely be asking is “how did you verify the vendor’s contract pricing?” You will want to make sure you and your staff are using this site and can easily navigate throughout the pricing pages.

Remember, we at Mohave Educational Services Cooperative are randomly reviewing items on your Purchase Order to ensure pricing is proper, and we have a limited number of post purchase audits done on each member and vendor contract. While the vendor should be providing the correct and current pricing in their quotation; ultimately, it is the member responsibility to ensure that pricing is correct and in accordance with the contract.

If you need more information or training in this area, please contact Mark Kinsey, Director of Outreach and Education, at markk@mesc.org.