



MEMBERSHIP FORM

Please enter or correct the following information on file for your membership. Membership cannot be processed without this form signed by an authorized representative of the institution. The shipping address *cannot* be a P.O. Box. All shipments from OETC will be sent to the Contact Person.

Membership ID:

New Members: OETC will assign this number to you

Organization or Institution Name

Student Enrollment FTE Count Organization Type
K12, HiEd, ESD, Prof. Org

Contact Name

Contact Phone Contact Fax

Contact Email

MAILING ADDRESS Line 1

MAILING ADDRESS Line 2 (Street Address or PO Box)

City State Zip

SHIPPING ADDRESS Line 1 (If different from Mailing)

SHIPPING ADDRESS Line 2 (Cannot be a P.O. Box)

City State Zip

Voting Member Name

Voting Member Email

Billing Contact

Billing Phone Billing Fax

Billing Contact Email

BILLING ADDRESS Line 1 (Suite, Dept., Office, Attn, Etc.)

BILLING ADDRESS Line 2 (Street Address or P.O. Box)

City State Zip

Instructional Programs / Curriculum Contact Name

Email Phone

Signature required for public institutions only

Superintendent/Officer (Signature to appear below)

On behalf of the agency specified herein, I, Superintendent and/or Officer of said agency, have reviewed and accepted:

- 1) The terms and conditions of the attached OETC membership agreement;
- 2) The terms and conditions of the Vendor Agreements entered into on behalf of this agency by the OETC; and
- 3) The terms and conditions of the EULA of the software used by said agency.

Signature

Printed Title Date Signed



AUTHORIZED PURCHASER

This form creates a User Administrator for your organization. The User Administrator will have the ability to create, delete and update all OETC Authorized Purchasers for your organization. Authorized Purchasers may utilize OETC's web store (store.oetc.org) to purchase online with purchase orders or credit cards.

Institution Information

Organization or Institution Name

Membership ID

User Administrator

Print Name

Signature

Phone Number

Email Address

Purchase Agreement

By signing below, the Chief Administration officer (or authorized delegate) for the OETC member listed on this form agrees to the following terms:

- The Authorized Purchaser agrees that OETC may treat any order placed using the authorized purchaser's password as an authorized purchaser's act
- Any order placed through the OETC web site is the equivalent of the Authorized Purchaser's signed purchase order.
- The person signing this form is binding the institution to pay invoices for orders placed on OETC's web store
- Password security is the responsibility of the Authorized Purchaser

Name (Print)

Title

Date

Signature



Instructions

Membership Form

Institution. This is the legal name of the entity entering membership in OETC. Please be complete and include district designation number, if any.

Contact Person. This is the individual assigned the responsibility of acting as the liaison between OETC and the Institution. They are charged with specific duties such as tracking licenses, forwarding packages to departments, and distributing information within the Institution. Please read the Membership Agreement for more details.

Shipping Address. This is the address where all packages from OETC are sent automatically to the attention of the Contact Person. This address may not include a PO Box. The Contact Person for the Institution is responsible for forwarding the materials to departments or buildings within the Institution.

Mailing Address. This is the address of the Contact Person, if different from either the Billing Address or the Shipping Address. This address is where we send copies of our newsletter and other announcements relating to the activities of OETC.

Student Enrollment. The total projected student enrollment for the Member Organization. We must have this information in order to process your membership application as it will dictate the amount of your membership fee.

Organization Type. OETC has four types of membership and one must be selected. Not all vendor agreements allow purchase by all membership types so please verify the price lists prior to purchase to ensure eligibility for purchasing. All OETC agreements allow K-12 schools (public and private) to participate.

Member ID Number. This is pre-assigned by OETC. If you do not already have your member number, OETC will assign one to you. You will need to use this for all your institution's purchases through OETC.

Billing Contact and Billing Address. This is the name and address of the person at your institution who handles the billing, (e.g., Accounts Payable). Sometimes the billing address is different than the shipping address, but if they are the same, please note that in this space.

Voting Member. Normally this is the Contact Person. However, at some institutions, this is a different person than the Contact Person. If the Voting Member is the same as the Contact Person, you may leave it blank on the form.

Superintendent/Officer. This is the name of the legal representative of the institution. This must be an individual of contract and purchasing authority on behalf of the institution. This generally includes the Superintendent or Business Officer but does not include Principal, Technology Coordinator or Department Manager.

Authorized Purchaser

OETC maintains a web store at <http://store.oetc.org>. This store allows member institutions to have access to the latest pricing, products and descriptions. Additionally, members can purchase online using either a credit card or a purchase order number. Because Members can purchase online with terms (i.e. with a purchase order) we require login accounts for our store.

The Authorized Purchaser for each institution is the person you designate with the authority to make online purchases for your institutions. Furthermore, the Authorized Purchaser has the authority to create, change and manage other accounts for your institutions (e.g. if you want allow more than one person to purchase online).

Every institution must designate at least one Authorized Purchaser.