



## **Training Guide for Vendor Discount Letter**

This training guide will assist you in understanding the requirements necessary for obtaining approval for vendor discount letters.

Vendors not on contract may elect to offer Texas Tech University a 15% discount for the current fiscal year for annual departmental purchases between \$15,000.00 and \$30,000.00 without providing informal bids or proprietary purchase justification.

Certain criteria exist in order for the discount letter to be accepted by TTU Purchasing including:

- On company letterhead or logo
- Include contact information
- Signed and dated
- Reference discount valid dates of applicable fiscal year
- Reference \$30,000.00 departmental limit
- Reference 15% or more offered discount
- Reference goods/services being discounted
- Reference their knowledge that any artwork and/or TTU branding must be licensed and approved prior to start of order

Please see example of an acceptable letter below.

\*\*\*\*\*Notice\*\*\*\*\*

This letter is for example purposes only and should not be copied word for word. Please make sure the discount offer letter reflects the goods/services your company is discounting.



**Bad Beagle Promotions, Inc.**

September 1, 2017

Texas Tech University  
Procurement Services  
Box 41094  
Lubbock, TX 79409

Re: FY17 Discount Offer

To Whom ~~My~~ Concern,

Bad Beagle Promotions is pleased to extend a 15% discount to Texas Tech University for all promotional services from 09/01/2017 through 08/31/2018. We understand this discount is good up to a \$30,000.00 per department purchasing limit for FY18. We acknowledge that all my work and/or TTU branding must be licensed and approved prior to order processing.

We look forward to our continuing business relationship with Texas Tech University.

Should you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink that reads "John Smith". The signature is written in a cursive, flowing style. Below the signature, the name "John Smith" is printed in a standard font.

CEO

Bad Beagle Promotions, Inc.

806-555-5555

Box 555555

Lubbock, TX 79455

[johnsmith@badbeaglepromotions.com](mailto:johnsmith@badbeaglepromotions.com)