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**Memorandum of Understanding**

Purchasing and Travel Card Contracts  
Political Subdivision Use  
Shared Rebate

December 6, 2017

To whom it may concern:

The State of Arizona has made the Purchasing and Travel Card contract (ADSP014-056805) available for use by its political subdivisions. Use of the contract implies agreement with all applicable terms and conditions. This arrangement enables expanded capacity and benefits for all participants. This memorandum of understanding is applicable as appropriate to any successor contract.

In regards to the rebate received from US Bank, the rebate will be received by the State. Forty (40) basis points will be distributed to the participating political subdivision, and five (5) basis points will be retained by the State to defray the costs of maintaining the contract. Distributions of the basis points to the political subdivisions are expected to be completed within 30 days after receipt from US Bank.

Any questions may be directed to [AFIS.OPERATIONS@azdoa.gov](mailto:AFIS.OPERATIONS@azdoa.gov) or you may call me at (602) 542-5405.

Sincerely,

D. Clark Partridge  
State Comptroller