



February 24, 2023

Greeting from AEA Purchasing!

You will find attached the agreement for participating in the AEA Purchasing Food, Ware Wash and Small Wares cooperative purchasing programs for school food service. As a reminder, AEA Purchasing has the ability to share this document electronically allowing for completion and e-signature by the authorized person/persons. If your school district is interested in completing this agreement electronically, please email administrative assistant Barb Adams at [barb@aeapurchasing.org](mailto:barb@aeapurchasing.org). Of course we are still able to accept signed and emailed copies as well. You may want to forward or print this off for your Superintendent or Business Manager.

In the school year 2022-2023 there were 323 schools and districts that participated with the AEA Purchasing program and we anticipate over \$45 million dollars in purchases.

Electronic copies of the agreement for the 2023-2024 school year may be acquired at the AEA Purchasing website ([www.aeapurchasing.org](http://www.aeapurchasing.org)). PLEASE NOTE THE FOLLOWING.

1. THE AGREEMENT MUST BE COMPLETED ELECTRONICALLY OR RETURNED NO LATER THAN JUNE 30, 2023. THIS IS NOT NEGOTIABLE. The agreement is for school year 2023-2024. Please submit your agreement by email to [barb@aeapurchasing.org](mailto:barb@aeapurchasing.org) or:

Mail to: AEA Purchasing  
Attention: Barb Adams  
1521 Technology Parkway  
Cedar Falls, IA 50613

2. The agreement provides space to indicate the school's interest in participating in food, ware wash (dish wash) and/or small wares (pots, pans, silverware, etc.). Schools may choose any or all of these bids.
3. AEA Purchasing has taken every step towards ensuring that these bids are compliant with the Iowa Department of Education, Bureau of Nutrition and Health and Service and the USDA Food & Nutrition Service Department. The participating schools must do their part in ensuring compliance.

Schools or school boards wishing further information may contact Meg Brink at 800-632-5918 x-1321 or [megan@aeapurchasing.org](mailto:megan@aeapurchasing.org).

Sincerely,  
AEA Purchasing Food Team  
Barb Adams, Clif Cameron, Molly Gilmore, Meg Brink