



- Request a quote** for the items you wish to purchase. Use the Campbell County Vendor List to request a quote from a vendor (a quote is not a shopping cart). You cannot purchase items and be reimbursed.
- Submit quote via email** to Becky Hatmaker - becky.hatmaker@ccpstn.net or Suzanne Crumley - suzanne.crumley@ccpstn.net **no later than October 25, 2024**. We will take your quote and place your order. **No orders will be accepted after Friday, October 25.**
- Check with your vendor** approximately 2 weeks after you submit your quote to the Materials Center, to make sure your order was received. If it was *not* received, contact the Materials Center.
- If you have not received your order by December 1, please reach out to the vendor and the Materials Center (Becky or San San)
- The earlier you send your quote, the better your chances will be of having materials in stock and for receiving everything you order. You can begin orders August 5, 2024.
- DO NOT submit an order directly to a vendor....orders must go through the Materials Center with a purchase order. If you submit an order without a purchase order, you will be responsible for the charges.
- BEP money can only be utilized for instructional supplies. BEP money cannot be spent on furniture, cleaning supplies, or janitorial supplies.
- Please contact us with any questions or for any assistance.

MATERIALS CENTER PHONE: 423-562-1655 or FAX: 423-562-9605
EMAILS: becky.hatmaker@ccpstn.net or suzanne.crumley@ccpstn.net
ADDRESS: 315 Liberty Street/Jacksboro, TN 37757