

**To:** Charles M. Peccolo  
**From:** Blake Reagan  
**RE:** Library resources, including journals and subscriptions  
**Date:** 12/15/2015

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Dear Mr. Peccolo,

As you know, the University is currently operating a program to drive more library licenses to "master agreements." This initiative has cut the University's library volume by 65% - 75%, while keeping the University in compliance with State of Tennessee law and UT policy.

The University issues purchase orders incorporating the legal "terms and conditions" of master agreements when the University orders something covered by a master agreement.

Sometimes, library subscription vendors want a simple order form signed, and the order form incorporates the terms of the applicable master agreement. These forms are nothing more than a document that confirms what the University's PO already says. Sometimes, a vendor's computer system requires the vendors to have signed order forms.

In any event, I request approval for all Purchasing staff to sign master agreement order forms and attach to POs.

The other alternative is to create both a PO and a contract entry, which increases the risk of double-payment.

**The letter does not grant authority to sign master agreements themselves. I prefer to send those through the usual process.**

Approved:

A handwritten signature in black ink, appearing to read "Blake Reagan", written over a horizontal line.