

FORM LETTER & CERTIFICATION REQUESTING WRITTEN OPINION

[date]

[name of Materials Management Officer]
Procurement Services Divisions
Budget and Control Board
1201 Main Street, Suite 600
Columbia, SC 29201

Re: Request for Opinion Letter

Dear [name of Materials Management Officer]

[school district's name] has prepared its own procurement code and regulations which are, in our opinion, substantially similar to the provisions of the South Carolina Consolidated Procurement Code and regulations. I am writing to request that your office review these documents and provide us a written opinion pursuant to Section 11-35-70 of the South Carolina Code of Laws.

In preparing our procurement code and regulations, we used the [select one of the following: "South Carolina Model School District Procurement Code" or "South Carolina Consolidated Procurement Code and the state procurement regulations"] as our base document. To facilitate your review, we are providing you with materials that identify what changes we have made to the base document.

On behalf of the District, I certify to you that every change to the base document has been shown. I understand your office will rely on this representation in its review and that the validity of your written opinion is dependent on the accuracy of this certification.

Once we have received your affirmative written opinion, the procurement code and regulations will be submitted to the [name of school board] for adoption. Please let us know when we can expect to hear from you so that we may schedule this matter for a board meeting.

If you have any questions regarding this matter, please contact [name of district contact person].

Sincerely,

[name]

cc:

[name of district contact person]