

Instructions



Who can buy from my State of Michigan contract?

Only State Agencies and MiDEAL members may utilize your State of Michigan contract. MiDEAL membership is open to cities, townships, counties, villages, universities & community colleges, school districts, and non-profit hospitals.

How can I identify who is a MiDEAL member? Is there a list?

Go to www.michigan.gov/mideal and check the MiDEAL Membership List or call 517-388-4558. An organization **MUST** be on the list in order to utilize your State of Michigan contract.

What if they are not a member but would still like to use the contract?

Tell them to email MiDEAL@michigan.gov or call Mary Hanses at 517-388-4558 to become a member. Do **NOT** sell from the contract until you can verify membership.

Do I need to report my sales?

Yes. All State Agency and MiDEAL sales must be reported on a quarterly basis to Cisco. Cisco will consolidate and send the reports to the state of Michigan.

What are the State of Michigan's Fiscal Quarters?

Q1 = Oct. 1 – Dec. 31

Q2 = Jan. 1 – March 31

Q3 = April 1 – June 30

Q4 = July 1 – Sept. 30

