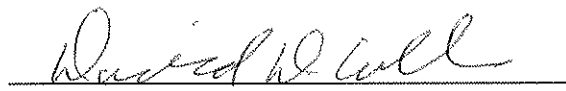


**Exception to use Procards for service and parts on university owned vehicles with Free Service Tire Company**

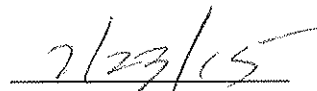
July 23, 2015

As an exception to ETSU Procard procedures, Procards may be used at Free Service Tire Company, Inc. for service and parts for ETSU owned vehicles.

This supplier is incorporated and not subject to 1099 reporting at this time.

A handwritten signature in cursive script, appearing to read "David Collins", written over a horizontal line.

Approved, Dr. David Collins

A handwritten date "7/23/15" written in cursive script over a horizontal line.

Date