M E M O R A N D U M

**TO: Dr. Randy Poe, Superintendent**

 **Bonnie Rickert, Chairperson**

 **Board Members**

**FROM: Linda Schild, Director Finance**

**DATE: February 27, 2018**

**RE: Lease with Maintenance Agreement – Ockerman Middle School**

**Board approval is requested for lease with maintenance agreement for various equipment, identified in the attachment, with Modern Office Methods. The monthly payment is a total of $2,200 for 3 copiers, a poster maker and service/supplies for 8 printers.**

**I recommend the Board approve the lease and maintenance agreement with Modern Office Methods, as presented.**