**M E M O R A N D U M**

**TO: Randy Poe, Superintendent**

 **Bonnie Rickert, Chairperson**

 **Board Members**

**FROM: Linda Schild, Director of Finance**

 **Jehan Ghouse, Purchasing Administrator**

**DATE: April 3, 2018**

**RE: Gray Middle School Postage Equipment Rental Agreement**

**Board approval is requested for the following postage machine rental agreement. The payment includes the rental price only. The postage cost is on a usage based scale with no committed minimum payment.**

**Gray Middle School submitted a rental agreement for the following postage machine to be leased:**

**Postage Machine Model:**

**IN-360-P5 69.74**

 **Total 69.74**

**Vendor: MailFinance – A Neopost USA Company**

**Amount: $69.72 monthly for 60 months (financing lease).**

 **Please approve the rental agreement for the postage machine, as presented.**