M E M O R A N D U M

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

**Ms. Bonnie Rickert, Chairperson**

**Board Members**

**FROM: Jehan Ghouse, Purchasing Administrator**

**DATE: July 9, 2018**

**RE: Purchase Agreement for Band Instruments**

**Ballyshannon Middle School**

**Board approval is requested for a purchase agreement with Conn-Selmer, Inc. The agreement is for one payment of $39,989.40 as identified in the attachment.**

**I recommend the Board approve the purchase agreement with Conn-Selmer, Inc., as presented.**