M E M O R A N D U M

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

 **Ms. Karen Byrd, Chairperson**

 **Board Members**

**FROM: Jehan M. Ghouse, Purchasing Administrator**

**DATE: April 2, 2019**

**RE: Boone County High School Copier Lease and Maintenance Agreement**

**With their current leases set to expire in May 2019, Boone County High School has decided to retain Modern Office Methods as their vendor for new copiers. Following are the terms:**

**Monthly Lease Payment = $2,616.70**

**Term: 60 months**

**Monthly Page Allowance (B&W) = 250,000**

**Overage cost = 0.0035 per page**

**I recommend that this request be approved, as presented.**