**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: July 26, 2019**

**RE: Thornwilde Elementary School Postage Equipment Rental Agreement**

**Thornwilde Elementary School submitted a rental agreement for the following postage machine:**

**Postage Machine Model : IN360**

**Monthly Rental : $71.03**

**Term : 60 months**

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

**The payment is for the equipment rental only. The postage cost is on a usage basis with no committed minimum payment.**

**I recommend approval of this rental agreement, as presented.**