**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: August 19, 2019**

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

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

**Postage Machine Model : IS280**

**Monthly Rental : $16.75**

**Term : 36 months**

**Vendor : Neopost**

**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.**