M E M O R A N D U M

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

**Mr. Matt McIntire, Chairperson**

**Board Members**

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

**DATE: February 27, 2020**

**RE: Print Management Software Lease New Haven Elementary School**

**New Haven Elementary School wishes to utilize print management software in order to better manage printing and copying costs. The software will monitor printer usage via badge card readers, enable printing from any available printer, and provide analytical reports on usage. The proposal was discussed with Technology who supports the installation on the District print servers.**

**Vendor: Toshiba Business Solutions**

**Software Name/Version: Papercut (4)**

**Hardware: Elatec Card Readers (4)**

**Monthly Lease Payment: $104.64**

**Term of Agreement: 60 Months**

**I recommend approval, as presented.**