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: Accessory Attachment for Copier at Burlington Elementary School: Lease Supplement**

**Burlington Elementary School wishes to add a Saddle Stitch Finisher to one of their copiers that is leased from Toshiba Business Solutions.**

**Vendor: Toshiba Business Solutions**

**Items: Saddle Stitch Finisher**

**Monthly Lease Payment: $36.92**

**Term of Agreement: 56 Months**

**This lease supplement will add the finisher to the copier lease approved in November 2019.**

**I recommend approval, as presented.**