M E M O R A N D U M

**TO: Mr. Matt McIntire, Chairperson**

**Dr. Maria Brown**

**Ms. Karen Byrd**

**Ms. Julia Pile**

**Mr. Troy Freeman**

**Mr. Matthew Turner, Superintendent**

**FROM: Jehan Ghouse, Purchasing Administrator**

**DATE: July 24, 2020**

**RE: Camp Ernst Middle School (CEMS) Lease for a Postage Meter: Pitney Bowes**

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**CEMS wishes to enter into an agreement with Pitney Bowes for the lease of a Postage Meter as follows:**

**Model: Sendpro C Series – Version 4**

**Monthly Cost: $65.66**

**Term: 60 months**

**PitneyBowes is the current service provider to CEMS and will continue on through this agreement.**

**This activity will be funded through Site based funds.**

**I recommend approval of this contract, as presented.**