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: Cooper High School (RCHS) Lease for a Postage Meter: Mail Finance, Inc.**

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**RCHS wishes to enter into an agreement with Mail Finance, Inc. for the lease of a Postage Meter as follows:**

**Model: IX3-P5**

**Monthly Cost: $73.89**

**Term: 60 months**

**Mail Finance, Inc. is the current service provider to RCHS and will continue on through this agreement.**

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

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