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: September 25, 2020**

**RE: Erpenbeck Elementary School (EES) Copier Lease and Maintenance Agreement: Toshiba Business Solutions**

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**Board approval is requested for a Lease and Maintenance Agreement for two copiers. The current lease expires on October 26th, 2020. EES will lease two new machines from Toshiba Business Solutions. The rates from Toshiba are the same as those established during recent competitive bids for the District.**





**This activity will be funded through the Site Based Funds.**

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