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: October 27, 2020**

**RE: Erpenbeck Elementary (EES) Rental for a Postage Meter: Mail Finance, Inc.**

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

**Model: IX3-P5**

**Monthly Cost: $73.87**

**Term: 60 months**

**Pricing is the same as other agreements with Mail Finance.**

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

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