M E M O R A N D U M

**TO: Dr. Maria Brown, Chairperson**

**Karen Byrd**

**Julia Pile**

**Jesse Parks**

**Dr. Tiffany Schussler**

**Matthew Turner, Superintendent**

**FROM: Jehan Ghouse, Purchasing Administrator**

**DATE: April 28, 2021**

**RE: Ockerman Elementary School (OES): Rental for a Postage Meter: Quadient, Inc.**

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**OES wishes to enter into a rental agreement with Quadient, Inc., for their postage meter as follows:**

**Model: IS330**

**Monthly Cost: $38.45**

**Term: 12 months**

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

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