**Board Memo**

**DATE:** 5/26/2021

**AGENDA ITEM DETAILS:**

**School/Department**

New Haven Elementary School

**Product Vendor or Grant Issuer**

Pitney Bowes

**Product or Grant Name**

Postage Meter Rental

**Date/Term (Beginning and End Dates/Year)**

July 1, 2021 - June 30, 2024

**APPLICABLE BOARD POLICY:**

04.32 Model procurement Code Purchasing

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

New Haven Elementary School wishes to rent a postage meter from Pitney Bowes as follows:

Duration :36 months

Monthly Cost :$22.57

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

$812.52

**Funding Source**

Site Based Funding

**\*If more than one funding source, list below along with amount or percent for each source**

N/A

**IF THIS IS A GRANT, ENTER AMOUNT TO BE AWARDED:**

N/A

**RECOMMENDATION:**

I recommend approving this Rental Agreement with Pitnew Bowes for the rental of the postage meter, as presented

**CONTACT PERSON: (submitter)**

Jehan M. Ghouse, Purchasing Administrator