**Board Memo**

**DATE:** 1/5/2022

**AGENDA ITEM DETAILS:**

**School/Department**

Conner High School

**Product Vendor or Grant Issuer**

Quadient Leasing USA

**Product or Grant Name**

Mail Meter

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

March 2022 to February 2027

**APPLICABLE BOARD POLICY:**

 04.32 Model Procurement Code Purchasing

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

Postage meter allowing Conner High School to load postage and stamp mail to be sent out.

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

$157.84 per month

Term 60 Months

Total cost $9470.40

**Funding Source**

Site Base Funds

 **\*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 the Board Approve the above Mail Meter Lease for CHS, as presented.

**CONTACT PERSON: (submitter)**

Roxanne Collins, Purchasing Administrator