**Board Memo**

**DATE:** 4/5/2022

**AGENDA ITEM DETAILS:**

**School/Department**

Shirley Mann Elementary School

**Product Vendor or Grant Issuer**

Dell Financial Services Inc

**Product or Grant Name**

Dell Laptops

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

May 1, 2022 to April 30, 2026

**APPLICABLE BOARD POLICY:**

04.32 - Model Procurement Code Purchasing

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

Shirley Mann Elementary School is entering into new lease for laptops that require docking stations. This lease term is for 4 years, with an annual payment of $16,125.96 and a $1.00 buyout. The buyout allows MES to retain the equipment to utilize somewhere else in the building when the lease is up.

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

$64,553.84

**Funding Source**

KETS and SBDM

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

75% KETS, 25%SBDM

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

N/A

**RECOMMENDATION:**

I recommend the Board approves the Dell Financial Lease as presented.

**CONTACT PERSON: (submitter)**

Roxanne Collins, Purchasing Administrator