**Board Memo**

**DATE:** 7/1/2022

**AGENDA ITEM DETAILS:**

**School/Department**

Ryle High School

**Product Vendor or Grant Issuer**

Toshiba Business Solutions

**Product or Grant Name**

Copier

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

July 2022 – November 2025

**APPLICABLE BOARD POLICY:**

04.32 Model Procurement Code Purchasing

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

Ryle High School was approved in the June Board Meeting to add an additional copier with financing through Toshiba. Mr. Jennings sent the wrong paperwork to be signed, even though all the numbers were right. They reduced the amount of months to 39 to stay congruous with their current lease, but have not changed the monthly amount of $129.

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

$5160.00 for the machine

**Funding Source**

SBDM

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

N/A

**RECOMMENDATION:**

I recommend the Board Approve the above the revised copier lease supplement and maintenance agreement for Ryle HS, as presented.

**CONTACT PERSON: (submitter)**

Roxanne Collins, Purchasing Administrator