**Board Memo**

**DATE:** 7/20/2022

**AGENDA ITEM DETAILS:**

**School/Department**

Ockerman Middle School

**Product Vendor or Grant Issuer**

Quadient Leasing

**Product or Grant Name**

Postage Meter Machine

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

September 2022 – November 2027

**APPLICABLE BOARD POLICY:**

04.32 Model procurement Code Purchasing

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

Ockerman Elementary School wishes to rent a postage meter from Quadient as follows:

Duration: 63 months

Monthly cost: $43.99

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

$2,771.37

**Funding Source**

Site Base 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 Quadient Leasing for the rental of the postage meter, as presented.

**CONTACT PERSON: (submitter)**

Roxanne Collins, Purchasing Administrator