**Board Memo**

**DATE:** 10/4/2022

**AGENDA ITEM DETAILS:**

**School/Department**

Camp Ernst Middle School

**Product Vendor or Grant Issuer**

Toshiba Business solutions

**Product or Grant Name**

Copier Lease and Maintenance Agreement

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

October 2022-September 2027

**APPLICABLE BOARD POLICY:**

04.32 Model Procurement Code Purchasing

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

Camp Ernst Middle School is requesting to lease the copier/print equipment referenced below:

1 – Toshiba PaperCut MF

1 – Toshiba Card Readers - Elatec

Term 60 Months

Monthly Lease cost = $100.00

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

$6,000

**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 copier lease agreement for Camp Ernst Middle School, as presented.

**CONTACT PERSON: (submitter)**

Linda Schild, Director Finance