**Board Memo**

 **DATE:** 4/18/2024

**AGENDA ITEM DETAILS:**

**School/Department**

Jones Middle School

**Product Vendor or Grant Issuer**

Toshiba

**Product or Grant Name**

Copier Lease and Maintenance Agreement

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

4/24 through 6/29

**APPLICABLE BOARD POLICY & STRATEGIC PLAN GOAL:**

04.32 Model Procurement Code Purchasing

4B Boone County Schools will eliminate redundancy in purchasing of service and/or programs in order to reduce costs and increase financial resources

1. 3. Create a centralized purchasing process for operational resources used by all buildings and departments

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

Jones Middle School’s lease with Toshiba has ended. They would like to enter into a new lease agreement with Toshiba. The details are as follows:

Toshiba e-STUDIO9029AG

65-Sheet Multi-Staple Finisher

Holepunch for MJ1115/1116

Term-63 monthly payments of $132, The lease rate applied is .02081%

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

$8,316

**Funding Source**

Site Based 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 new lease with Toshiba for JMS, as presented.

**CONTACT PERSON: (submitter)**

Donny Grant, Purchasing Administrator