



**MEMORANDUM**

**TO: Members of the School Board  
Dr. Todd Bowden, Superintendent  
Mitsi Corcoran, Assistant Superintendent Chief Financial Officer**

**FROM: Carol A. Lichon, CPPO, Director of Materials Management**

**TITLE: APPROVAL TO INCREASE PURCHASING LIMIT FOR THE  
ANTICIPATED PURCHASE OF MATERIALS OR SERVICES  
THROUGH PIGGYBACK CONTRACTING FROM VENDORS  
UNDER CONTRACT WITH A FEDERAL, STATE OR  
MUNICIPAL GOVERNMENT THAT UTILIZED A  
COMPETITIVE PROCESS OR A COOPERATIVE WITH A LEAD  
AGENCY**

The attached purchase reference was approved for use on a prior Board Agenda as indicated on the attachment. This is a request to increase the original approved dollar amount for anticipated purchases.

The funds for these purchases are contained in the budgets allocated to the appropriate departments and schools.

**Requested by:**

Carol A. Lichon

**Financial Impact:**

\$20,000.00

**Recommended Motion:** That the request to increase the purchasing limit for the anticipated purchase of materials or services through piggyback contracting, be approved as presented.

