



**SARASOTA**  
County Schools

August 7, 2018  
**Materials Management**  
Purchasing Department  
101 Old Venice Road, Osprey, FL 34229  
Phone 941-486-2183 • Fax 941-486-2188  
SarasotaCountySchools.net

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## 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 TO  
PURCHASE MATERIALS OR SERVICES (PER ATTACHED LIST)  
THAT ARE EXEMPT FROM THE BIDDING PROCESS**

The attached contracts were approved for use on June 5, 2018. This request is to increase the approved dollar amount for the use of these contracts.

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

<b><u>Requested by:</u></b>	<b><u>Financial Impact</u></b>
Carol A. Lichon	\$180,000.00

**Recommended Motion:** That the request to increase the purchase limit for the purchase of materials and services exempt from the bidding process, be approved as presented.

