



January 22, 2019

Materials Management
Purchasing Department
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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 FOR THE ANTICIPATED PURCHASE OF MATERIALS OR SERVICES (PER ATTACHED LIST) THAT ARE EXEMPT FROM THE BIDDING PROCESS

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.

<u>Requested by:</u>	<u>Financial Impact</u>
Carol A. Lichon	\$80,000.00

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

