



**SARASOTA**  
County Schools

November 20, 2018  
**Materials Management**  
Purchasing Department  
101 Old Venice Road, Osprey, FL 34229  
Phone 941-486-2183 • Fax 941-486-2188  
[SarasotaCountySchools.net](http://SarasotaCountySchools.net)

---

## 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, OR A COOPERATIVE WITH A  
LEAD AGENCY THAT UTILIZED A COMPETITIVE 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.

**Requested by:**

Carol A. Lichon

**Financial Impact:**

\$50,000.00

**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.

