



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	\$40,000.00

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.

