

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

MEMORANDUM

- TO:Members of the School BoardDr. Todd Bowden, SuperintendentMitsi 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.

Requested by:

Carol A. Lichon

Financial Impact

\$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.

INCREASE PURCHASING LIMIT FOR PURCHASE OF MATERIALS OR SERVICES THAT ARE EXEMPT FROM THE BIDDING PROCESS

DEPARTMENT	VENDOR	PURCHASE	APPROVED AMOUNT	INCREASE AMOUNT
All schools and departments	Curriculum Associates,LLC.	Increase purchasing limit for purchase of materials, books and instructional materials.	APPROVED ON 6/19/18 \$100,000.00	\$40,000.00