

Memo

To: Dr. Jeff Stephens, Superintendent
Board of Education

From: Lynn Raymond, Director of Technology

cc: John Alexander, Purchasing Agent
Robert Peterson, Business Administrator

Date: December 11, 2020

Re: Tech Cubicle Approval

The Tech department is in need of seven new cubicles to help with the more efficient administration of their department. Procurement rules have been followed and a bid for \$35,519.03 has been obtained for the purchase and installation of these cubicles. The purchase/installation has been budgeted.

Approval to begin the project was given December 11, 2020 by email and phone calls between Board Members and Robert Peterson.

Please contact Lynn Raymond if you have any questions.