



Geneva Community Unit School District 304
Donna V. Oberg - Assistant Superintendent - Business Services
227 North Fourth Street, Geneva, IL 60134
Phone: (630) 463-3030 Fax: (630) 463-3031
E-mail – doberg@geneva304.org

Memorandum

To: Kent Mutchler, Superintendent
CC: Board of Education

From: Donna Oberg, Assistant Superintendent – Business Services

Date: March 9, 2015

Re: Copy Paper Purchase for 2015-2016

The District compared costs from several suppliers. After review of the costs from these suppliers, it was determined that the cost under the State Purchasing Contract maintained the same cost for white paper and is the lowest cost overall.

The buildings review the amount of paper on hand and determine what is needed for the next school year. The amount of the purchase each year fluctuates with each building depending on the stock on hand from the previous year. The summary is attached and shows the cost has decreased from \$100,383 for FY2014-2015 to \$93,850.70 for FY2015-2016.

I am asking Board to approve the purchase of copier paper under the State Purchasing Contract at a cost of \$93,850.70 for the 2015-2016 school year.