

**PURCHASE RECOMMENDATION FORM**  
**Requesting Board Approval of Purchases over \$50,000**

<b>DESCRIPTION of item or service to be purchased:</b>	8 1/2" x 11" Copy Paper
<b>REQUESTOR: (Campus/Department)</b>	Warehouse/Purchasing
<b>What is the PURPOSE of this purchase?</b>	840 Cases White Copy Paper - For all TISD Campuses/Departments distributed by the Warehouse on an as needed basis.
<b>State which Temple ISD-authorized PURCHASING COOPERATIVE, VENDOR, INTERLOCAL AGREEMENT, and/or CONTRACT you will use for this purchase:</b>	TASB BuyBoard Contract #615-20
<b>Justificaiton for SOLE SOURCE purchase (if applicable):  (Must fill out Sole Source Form and provide Sole Source Letter from the vendor.)</b>	N/A
<b>Name of VENDOR(s):</b>	Lindenmeyr Munroe
<b>Maximum COST:</b>	Not to exceed \$33,000 for the remainder of the school year. Pricing cost is \$39.20/Case as of March 2, 2023
<b>Method used to ensure best value:</b>	Multiple Quotes Obtained
<b>DEADLINE for purchase:</b>	6/30/2023
<b>Funding source(s):</b>	General Funds within Prior Board Approval (7/11/22) of Aggregate Amount
<b>Other information:</b>	One truckload consists of 840 cases @ \$39.20/Case = \$32,928 of copy paper (current price).

revised: JAN 2023