

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: May 18, 2021

Re: Vehicle Purchase

The Technical Service Department requests approval for the purchase of a 2021 Dodge ProMaster City Cargo Van and a 2021 Dodge ProMaster 2500 Cargo Van to replace two of the department's older vehicles. The funds for this purchase are allocated in the Tech Services Budget. The City Cargo Van will come out of the 2021 budget in the amount of \$22,787.00. The 2500 Cargo Van will come out of the 2022 budget in the amount of \$40,590.

If Board approved, we will purchase the vehicle under State Contract Number AV2525 and AV2526.

Please contact Lynn Raymond with any questions or concerns.

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