



## Geneva Community Unit School District 304

Donna V. Oberg - Assistant Superintendent - Business Services

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### Memorandum

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To: Kent Mutchler, Superintendent  
CC: Board of Education

From: Donna Oberg, Assistant Superintendent – Business Services

Date: April 18, 2013

Re: Copy Paper Purchase for 2013-2014

The District requested pricing on copier paper 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 as this year and is the lowest cost overall.

The buildings are very conservative with their copying of documents. Over the past several years many buildings are no longer purchasing workbooks but instead are purchasing the master copy for reproducing as the copy cost of .005 per copy is a more cost effective method than the purchase of the workbook.

This year several buildings did not purchase paper because of the stock currently on hand. The amount of the purchase each year fluctuates with each building depending on the stock on hand from the previous year. Next year, most buildings are restocking their supply of paper, particularly the high school who did not order any white copy paper this year. The summary is attached and shows the cost has increased from \$45,364 this year to \$87,436 for next year.

I am asking the Board to approve the purchase of copier paper under the State Purchasing Contract at a cost of \$87,436 for the 2013-2014 school year.