



MEMORANDUM

TO: Harlem School District Board Members

FROM: Gail Aldrich

DATE: December 15, 2021

RE: Recommendation to approve lease agreement with Mail Finance

I recommend the Board approve the lease agreement with Mail Finance for postage machine use and equipment updates for the next five years, with a monthly payment of \$275.05.

Thank you,

Gail Aldrich
Director of Purchasing &
Accounts Payable
Harlem School District 122
Ph: 815-654-4537