

**ROBSTOWN INDEPENDENT SCHOOL DISTRICT
AGENDA ACTION SHEET**

Date: January 22, 2024

Subject: **DISCUSS AND CONSIDER APPROVAL OF COPIER LEASE AGREEMENT**

Administrator Responsible: Eva Cisneros

Position: Chief Financial Officer

A. Purpose of Agenda Item:

Information Only

Action Needed

B. Authority for this Action:

Local Policy _____

Law or Rule CH Local _____

C. Strategic Objective, Goal, or Need Addressed:

The goal is to enter a new three-year lease agreement that will replace all the current copiers with newer models.

D. Summary:

The prior copier lease has expired and the existing fleet is outdated. A new lease will include replacing all the existing machines with newer models and will offer additional features.

E. Alternatives Considered:

F. Comments Received:

G. Administrative Recommendation: Approve the new copier lease agreement.

H. Fiscal Impact and Cost: Yearly cost is estimated at \$47,865.88 but will vary based volume.

I. Monitoring and Reporting Time-Line: