

# **Livonia Public Schools**

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## ***Business Services Office***

Date: August 6, 2014

To: Randy Liepa, Ph.D., Superintendent

From: Lisa Abbey, Director of Business Services

Re: Recommendation for 2014-15 Paper Supply Purchase

We would like to discuss the recommended purchase of 2014-15 paper supplies at the next Finance Committee meeting on Monday, August 11, 2014.

Attached please find Harry Lau's detailed memo and supporting document on this purchase. Please note that the carton price is \$23.73, which is almost the same price as last year's price of \$23.75. We will order a total of 3,460 cartons of paper. Also note that this purchase is from the REMC Co-Pro Plus Bid, which meets the requirements for bidding.

Please let me know if there are any questions or concerns.

LA/kp

Attachments