

**PURCHASE RECOMMENDATION FORM**  
**Requesting Board Approval of Purchases over \$50,000**

<b>Description:</b>	Microsoft 365
<b>Requesting Campus/Department:</b>	Technology
<b>Description of items/services:</b>	Licensing for the Microsoft 365 suite for staff and students
<b>Purpose:</b>	Provides users access to the Microsoft suite including email and other productivity software
<b>Interlocal agreement(s) anticipated to use:</b>	N/A
<b>Justification for sole source (if applicable):</b>	N/A
<b>Vendor(s):</b>	SHI and Microsoft
<b>Maximum cost:</b>	\$90,000.00
<b>Process used to ensure best value:</b>	A review of products by Technology department and pricing negotiated.
<b>Deadline for purchase:</b>	7/31/2025
<b>Funding source(s):</b>	199 General Funds
<b>Other information:</b>	Paid Annually