



Geneva Community Unit School District 304

Todd Latham, Assistant Superintendent-Business Services
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Memorandum

To: Kent Mutchler, Superintendent

Cc: Board of Education

From: Todd Latham, Assistant Superintendent-Business Services

A handwritten signature in blue ink, appearing to be "TL", is written over the "From:" line.

Date: September 13, 2021

Regarding: Central Office and Geneva High School Postage Machine Lease Renewal

The District currently has postage machines located in the Coultrap Education Services Center and Geneva High School that are up for renewal. These machines are used for day-to-day mail, bulk mailing, and other postage items. By having machines on-site, the District receives a discounted mail rate. The Coultrap Education Services Center and Geneva High School machines have a lease ending and are recommended to be renewed.