

LIVONIA PUBLIC SCHOOLS

Operations Department

Memorandum

TO: Phil Francis, Director of Operations
Alison Smith, Director of Finance

FROM: Harry C. Lau, Administrator of Facilities and Operations

DATE: November 13, 2018

SUBJECT: Contract Paper Group Purchase Order 83795 Price Increase

I am recommending and seeking approval to increase the amount of purchase order 83795 to Contract Paper Group in the amount of \$5,040.00 due to an increase in pricing per case of white copy paper passed on from the paper mills. The Wayne RESA purchasing agreement has been changed to show the increase per case at \$1.50 for the 2018-19 school year.

September 2018 price per case white copy paper:	\$24.47	1,240 cases
October 2018 price per case white copy paper:	\$25.97	3,360 cases

Thank you for your consideration in this matter.

c: Karen Oaks
Sharon Scott