

**ROBSTOWN INDEPENDENT SCHOOL DISTRICT
AGENDA ACTION SHEET**

Date: December 11, 2023

Subject: **DISCUSS AND CONSIDER APPROVAL OF PURCHASE ORDER EXCEEDING \$50,000 FOR RICOH COPIER LEASE**

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 objective is to gain approval to enter into a 36-month lease with RICOH for copier and printing services using utilize a cooperative purchasing method.

D. Summary:

According to CH Local "any single, budgeted purchase of goods and services that costs \$50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place."

E. Alternatives Considered:

F. Comments Received:

G. Administrative Recommendation:

The administration recommends the board of trustees approve a purchase order exceeding \$50,000 for RICOH copiers and printing service.