



# District School Board of Pasco County

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Heather Fiorentino, Superintendent

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May 6, 2008

## **MEMORANDUM**

**TO:** Honorable School Board Members  
**FROM:** Kendra Goodman, CPPB, Purchasing Agent  
**SUBJECT:** Approval to Increase PO 80001931  
Mindy Duran, MA for Employee Assistance Program

Per the attached memo from Ms. Mary Tillman, Director of Employee Benefits Assistance and Risk Management, we are requesting approval to increase the above-referenced purchase order from \$20,000 to \$25,000 (the threshold at which expenditures must be Board approved). Ms. Duran provides services for the District's Employee Assistance Program. The increase will cover additional services which were not anticipated when the purchase order was issued in July 2007. This expenditure is exempt from bidding under Florida Statute 287.057(5)(f)(10).

Should you have any questions regarding this matter, please feel free to contact me at your earliest convenience.

KDG/az  
Attachments