



District School Board of Pasco County

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Heather Fiorentino, Superintendent

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Department of Purchasing
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September 2, 2008

MEMORANDUM

TO: Honorable Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

**RE: Request Permission to Piggyback
Pinellas County School Board Bid #08-880-048 – Audio Visual Innovations Inc.**

The Purchasing Department is requesting approval to “piggy-back” onto Pinellas County School Board Bid #08-880-048 - Audio Visual and Video Equipment/Materials for the purchase of Transfer Paper from Audio Visual Innovations Inc. on an “as needed” basis. This contract will expire on January 24, 2009.

The estimated total dollar amount of \$25,000 is based upon orders processed by the District for last fiscal year. The Purchasing Department will monitor transactions to assure the estimated dollar amounts are not exceeded.

Should you have any questions or wish to discuss this matter further, please contact me at your convenience.

KDG/sn