DATE: September 25, 2003

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: EQUIPMENT, SUPPLIES & SERVICES

Procurement of Equipment, Supplies, Services, Etc., less than $3,000
(Resolution No. 3092528-C1)

BACKGROUND INFORMATION:

Listed below is a summary of purchases for equipment, supplies, and services in individual amounts of less than $3,000. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

RECOMMENDATION:

RESOLVED: That approval be and is hereby given for the procurement of the equipment, supplies, services, etc., totaling $280,120 individual amounts of less than $3,000 not heretofore approved as summarized and detailed below:

DIRECT PAYMENT VOUCHER $37,482
PURCHASE ORDER 232,105
TRAVEL/MILEAGE 10,533
Total $280,120

James Kendrix, Originator

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