

PURCHASE RECOMMENDATION FORM
Requesting Board Approval of Purchases over \$50,000

Description:	Microsoft 365
Requesting Campus/Department:	Technology
Description of items/services:	Licensing for the Microsoft 365 suite for staff and students
Purpose:	Provides users access to the Microsoft suite including email and other productivity software
Interlocal agreement(s) anticipated to use:	N/A
Justification for sole source (if applicable):	N/A
Vendor(s):	SHI and Microsoft
Maximum cost:	\$84,000.00
Process used to ensure best value:	A review of products by Technology department and pricing negotiated.
Deadline for purchase:	7/31/2026
Funding source(s):	199 General Funds
Other information:	Paid Annually