

Consider Approval to Purchase Two File Cabinets and an Office Chair for the Business Office

Staff requests Board approval to purchase two additional file cabinets, the same model currently in use, and a new office chair from Office Depot (Omina Partner #54140). The file cabinets will replace existing units that are more than 20 years old, and cost \$859.96 each, for a total of \$1,719.92. The office chair is \$379.28. The total cost for both purchases is \$2,099.20.

This purchase will ensure consistency with existing equipment and support operational needs. It requires board approval, as total furniture expenditures for the fiscal year have exceeded \$100,000. Funding for this purchase will be the Education and General Fund.

Staff recommends approval.