



A Community of Learners

Informational & Action Item: Postage Meter Lease Agreement

TO: School Board
Superintendent Kocanda

FROM: Brad Goldstein, Chief Financial Officer

December 18, 2018

Background

The District has been purchasing stamps for each school and the District Office. In order to enhance efficiencies, the District has been exploring alternative solutions. Administration recommends moving forward with a postal meter that will allow for us to reduce the amount of manual work required with mailing items outside of the District. This process currently involves providing a check to a staff member and buying stamps or bringing packages to the post office, and then delivering stamps to the schools.

A postal machine will also provide additional control measures, as the meter will provide tracking capabilities by department. The recommended lease is through the NASPO/Value Point state contract #ADSPO 16-169901. This is a \$1 buyout lease, meaning that the District will own the equipment at the end of the lease. The lease agreement also includes service and maintenance on the machine.

Recommendation

Administration recommends The Board approve a five-year lease with Postal Source for postal equipment with a monthly charge of \$92.73 per month.

Attachments

[Postage Meter Lease Agreement](#)