

## InterOffice Memorandum

June 1, 2015

To: Judy Davis/Buyer II

From: Dan James/Facilities Director

RE: Authorization to Advertise for Bids: Services: Vending, IFB No. 2015-150

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I am requesting authorization to advertise for bids for Services: Vending, IFB No. 2015-150.

I appreciate your consideration of my request. If I can be of further assistance please do not hesitate to contact me at extension 5331.

C:advertiseforbidsvending2015