

InterOffice Memorandum
March 25, 2019

To: Michalyn Rains/Purchasing Agent
From: Dan James/Facilities Director
RE: Authorization to Advertise for Bids: UPS Refresh, IFB No. 2019-147

I am requesting authorization to advertise for bids, UPS Refresh, IFB No. 2019-147.

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:advertiseforbidsUPSRefresh2019