



January 18, 2022

**Materials Management**  
Purchasing Department  
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[SarasotaCountySchools.net](http://SarasotaCountySchools.net)

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## MEMORANDUM

**TO: Members of the School Board**  
**Dr. Brennan Asplen III, Superintendent**  
**Mitsi Corcoran, Assistant Superintendent Chief Financial Officer**

**FROM: Tracy Brizendine, Director of Materials Management**

**TITLE: APPROVAL TO INCREASE PURCHASING LIMIT FOR THE  
ANTICIPATED PURCHASE OF MATERIALS AND/OR SERVICES  
(PER ATTACHED LIST) THAT ARE EXEMPT FROM THE  
BIDDING PROCESS**

The attached purchase reference was approved for use on a prior Board Agenda as indicated on the attachment. This is a request to increase the original approved dollar amount for anticipated purchases.

The funds for these purchases are contained in the budgets allocated to the appropriate departments and schools.

**Requested by:**

Tracy Brizendine

**Financial Impact**

\$25,000.00

**Recommended Motion:** That the request to increase the purchase limit for the anticipated purchase of materials and/or services exempt from the bidding process, be approved as presented.

INCREASE PURCHASING LIMIT FOR PURCHASE OF MATERIALS OR SERVICES THAT ARE EXEMPT FROM THE BIDDING PROCESS

<u>DEPARTMENT</u>	<u>VENDOR</u>	<u>PURCHASE</u>	<u>APPROVED AMOUNT</u>	<u>INCREASE AMOUNT</u>
Schools & Departments	Imagine Learning	To purchase additional Language & Literacy and Math software licenses for new students entering the district.	Board Approved on 5/4/2021 \$75,000.00	\$25,000.00