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ADOPTED  
BOARD OF TRUSTEES OF  
COMMUNITY COLLEGE DISTRICT NO. 508  
NOV 5 - 1998

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508  
County of Cook and State of Illinois

COUNTY OF COOK  
AND STATE OF ILLINOIS

DUPLICATING SERVICES - PROMOTIONAL BROCHURES  
OFFICE OF STUDENT SERVICES  
DISTRICT OFFICE

THE CHANCELLOR

REPORTS

that there is a need to process payments for duplicating services ordered and completed in August 1998; and

that the services consisted of scanning selected promotional pages from the District's view book and producing 1,000 color copies promoting each College and WYCC-TV, Channel 20; and

that the materials were distributed at three commencement ceremonies; and

that Kinko's, 227 W. Monroe Street, provided 8,000 color copies and submitted invoices for these services totaling \$5,520.00 which are due and payable.

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees approves the issuance of a purchase order and payment of invoices totaling \$5,520.00 to Kinko's, 227 W. Monroe, Chicago, for the duplicating services outlined above.

FINANCIAL

\$5,520.00 -- Educational Fund

Respectfully submitted:

Wayne D. Watson  
Chancellor

November 5, 1998