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ADOPTED
BOARD OF TRUSTEES OF
COMMUNITY COLLEGE DISTRICT NO. 508

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County of Cook and State of Illinois

MAR 4 1999

**COUNTY OF COOK
AND STATE OF ILLINOIS**

DELIVERY SERVICES
OFFICE OF INFORMATION TECHNOLOGY
DISTRICT OFFICE

THE CHANCELLOR

REPORTS

that daily delivery services are required by OIT to transmit class lists, address labels and other mainframe reports printed on multi-part forms to the Colleges, and to deliver computer tapes to and from the mainframe vendor; and

that Metro/KDR Inc., Chicago, has provided these services throughout the past year, and is currently owed \$8,670.43 for unpaid invoices dating back to August 1998; and

that staff requests approval to pay the past due invoices; and, in the future, staff will utilize several delivery service vendors to alleviate the problem of exceeding \$5,000.00 with one vendor for these required services.

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees approves the issuance of a purchase order in the total amount of \$8,670.43 to Metro/KDR Inc., 438 W. Ontario Street, Chicago, for delivery services required by OIT.

FINANCIAL

\$8,670.43 – Educational Fund

Respectfully submitted:

Wayne D. Watson
Chancellor

March 4, 1999