

JUNE 11, 2009

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS

RECORDS ELECTRONIC STORAGE, MANAGEMENT & RETRIEVAL
REGISTRAR'S OFFICE
HAROLD WASHINGTON COLLEGE
(Payment Ratification)

REPORTS THE CHANCELLOR
that the Registrar's Office at Harold Washington College obtained a professional service agreement with Microsystems, Inc. to provide electronic media for storage, retrieval and archival purposes in the amount of \$8,716 from 8/1/2008 through 10/31/08; and

that the Registrar's Office has been utilizing Microsystems, Inc. since 2005 to provide electronic media storage; and

that Harold Washington College received services in September 2007 and the invoice was never paid; and

that Harold Washington College is requesting approval to pay an invoice from December 2007 in the amount of \$2,436.72 in order to close out the account; and

that this additional amount will exceed the \$10,000 vendor limit and therefore requires board approval; and

that this professional service is exempt from the District's competitive bidding requirements; and

RECOMMENDS THE CHANCELLOR
that the Board of Trustees approves the ratification of payment to Microsystems, Inc., in the amount of \$2,436.72 in order to close out the account for the electronic storage of records for Harold Washington College Registrar's Office.

FINANCIAL \$2,436.72-Education Fund-00003-2061200-00039-00000-540000

Respectfully submitted,

Wayne D. Watson, Ph.D.
Chancellor.

June 11, 2009-Harold Washington College