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**PURCHASING OFFICE**

**INTER-DEPARTMENTAL MEMO**

To: Glynn Walker


Subject: Library Books for College Station High School

Date: May 4, 2012

As part of the 2009 bond program, library books for the Library at College Station High School (CSHS) have been identified by Tina San Angelo, Librarian at College Station High School. Attached is an order summary for approximately 14,011 titles from Follett Library Services per the CSISD Annual Library Book RFP #11-010.

Individual lists were created by the Librarian for various subjects. These lists include more library books than the vendor can fill. The vendor will fill as many of the core library books as requested first and then complete the rest of the order with other books on the lists with the remaining funds for a total "Do Not Exceed" amount of \$350,000.00.

Based on the input from the CSHS Librarian, it is the recommendation of Mark Pantel, Director of Purchasing and Mike Martindale, Principal of College Station High School to purchase the library books for College Station High School from Follett Library Resources for a total amount not to exceed \$350,000.00.

  
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Mark Pantel, Director of Purchasing

  
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Mike Martindale, Principal of CSHS