
INTEROFFICE MEMORANDUM

TO: BILL HOLLAND
FROM: PAMELA MYERS *dhw*
SUBJECT: REQUEST TO PURCHASE (2006 BUDGETED ITEM FOR LIBRARY)
DATE: 8/4/2006

Request to Purchase

Request Amount:
\$5,625

Item	PRICE EACH	QUANTITY	TOTAL
CD Cabinet	\$1,325	5	\$6,625
Less Discount (~18.87%)*			(\$1,250)
Sub-Total			\$5,375
Shipping			\$250
TOTAL REQUESTED			\$5,625

Amount/item is a budgeted purchase for 2006

Requested Item(s):

- Five (5) Gaylord CD Displayer Cabinets
 - "Durable, solid wood and veneer construction"
 - 5-drawer design
 - 48"H x 22"W x 24"D
 - Available in a finish compatible with the Library's present furniture.
- Gaylord is the sole supplier of this particular cabinet.
- The Library already has the same cabinets from this vendor, and we wish to purchase matching furniture.

Need:

- The shelving requested is compact vertical shelving intended for use in the public area of the Library. These units offer maximum storage with a smallest footprint available – a requirement in the building's increasingly space-challenged public areas. The units we would like to purchase would match those we already have and would allow room for the growing (and extremely popular) audio collection.