

REPORT TO THE BOARD OF MAYOR & ALDERMEN

DATE: January 27, 2025

FROM: Dr. Russell Dyer, Superintendent, CSS

SUBJECT: Lease Agreement with Pitney Bowes for a Postage Meter at Collierville High School

INTRODUCTION:

The purpose of this agenda item is to approve a lease agreement for one postage meter to be utilized at Collierville High School in Collierville Schools.

BACKGROUND:

On December 10, 2024, the Board of Education of Collierville Schools approved a five-year lease agreement with Pitney Bowes to lease one postage meter for the high school in the Collierville School District. Acquiring the device through a lease agreement allows for better pricing as well as helping to achieve better cash flow since the payments are made over five years instead of as a large one-time purchase.

DISCUSSION:

This five-year lease was approved by the Board of Education of Collierville Schools on December 10, 2024. The lease is for one postage meter with total costs not to exceed \$2,371.20. The first payment for the lease is due April 1, 2025, in the amount of \$118.56. Subsequent payments of the same amount will be made monthly, with the final amount due on January 1, 2030. The lease payments will be made by Collierville High School.

BUDGET IMPACT:

None.

ATTACHMENTS:

[CSS Board Approval Pitney Bowes Postage Meter Lease 01-27-2025.pdf](#)

PROPOSED MOTION:

To approve the Pitney Bowes five-year lease agreement for a postage meter for Collierville Schools with total costs not to exceed \$2,371.20.

Board Action: Motion By _____ Seconded By _____

Vote Total	Hall	Jordan	Robbins	Marshall	Stamps	Fraser
Yes						
No						
Abstain						