

Memorandum

Date: August 13, 2009
To: Members of the Main Street Monroe/Downtown Development Authority
From: Andrea Jones, Main Street Manager
Re: Office Printer

At the July Board meeting I mentioned that the office laser printer was broken. After attempts to repair it at a local company and discussion with another company, it appears that the printer cannot be fixed. This printer is a necessity for everyday office operations. Chairperson Floraday and I have researched replacement printers and have found a comparable printer priced at \$499.00 which is \$200.00 less than the HP recommended replacement printer since our model is no longer available. **I respectfully request a budget of up to \$600.00 to pay for the purchase and shipping of a new printer.** This amount is available in the Office Supplies budget.

Thank you.