

Dean Drake,

The attached purchase requisition is for the Graduation and Career Tech posters. Per an agreement with the Graphics department, we will supply 6 color toner cartridges and they will produce the posters for us. This is a significant cost savings from having to use an outside vendor for printing.

The order is for 20 Graduation and 30 Career Tech posters. I have included an example of the Graduation poster. We have made some slight word changes and they are pending with Vicki Mathias. She is also working to complete the Career Tech poster and we will submit it to you once we receive it.

Any questions, please let me know.

Kelly Brogan  
Graduation  
x6718

*Signed & sent on  
its way*

