



## MEMORANDUM

Oxford Middle School

**Date:** November 18, 2020

**Subject:** INVOICE APPROVAL REQUESTS

**Location:** Remote Meeting

**Prepared by:** Karen DePersia, CSG Owner's Representative

---

The following is a summary of invoices for approval:

**Consultants:**

MultiVista #1844 for **\$876.00**  
CSG Invoice #125 for **\$13,047.12**  
William B. Meyer Invoice #120-015948 for **\$19,620.50** (*Post move disposal*)  
Colliers Invoice #7665 for **\$6,916.99**

**FF&E and Technology:**

1. Interscape: Two invoices totaling **\$29,604.07**  
4528-0 for \$9,514.40                      4465-0 for \$20,089.67 (*5% retainage*)
2. Gerry's Music: Invoice #155788 in the amount of **\$34,894.50**
3. School Specialty: Two invoices totaling **\$1,398.71**  
50520 for \$868.79                      1164 for \$529.92 (*Both for wastebaskets*)
4. RnB Enterprises: Two invoice totaling **\$5,411.31**  
59391 for \$4,883.31                      59391-1 for \$528.00 (*Display monitors and install*)
5. Honest Alarm: Invoice #2302 in the amount of **\$8,292.00** (*Badging system*)