

**GLENBROOK HIGH SCHOOLS
DISTRICT BUSINESS OFFICE**

To: Dr. Mike Riggle

From: Kris Frandson
Kimberly L. Ptak

Re: Approval of GBN Capital Outlay Request

Date: May 9, 2016

Recommendation

It is recommended that the Board of Education approve the following GBN capital outlay request.

<u>Sound System Control Panel</u>	\$3,300
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The GBN CPA has four control panels to run its sound system. One of the control panels is broken and is in the process of being repaired. The repair will not be completed in time for the Glenbrook Musical and dress rehearsals, therefore an additional control panel needs to be purchased or rented. The cost of renting is \$2,300 compared to a purchase price of \$3,300. Purchasing will provide an extra control panel should there be any failures in the future. The new panel is currently on site.

Any capital outlay request in excess of \$2,500 is brought to the Board for approval.