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**Executive Director**  
Mike Novak

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**Internal Correspondence**

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Date: 4/18/2019  
To: Mike Novak  
From: Shane Howell  
Subject: Emergency Purchase Justification

Dear Mike,

The attached purchase for control boards and Variable Frequency Drive (VFD) from Texas Air with a cost of \$5,192.00 is requested to be acquired in accordance with Texas Government Code: Title 10, Subtitle D, Section 2155.137 (Emergency Purchase). This letter of justification is required because the air conditioning for the second floor of the main education/administration is not functioning.

This letter of justification is required in order to immediately acquire the parts that are necessary for repair and is classified as an Emergency Purchase due to lack of conditioned air for the second floor at Building 600 at the Texas School for the Blind and Visually Impaired Campus, which serves students with disabilities. Immediate attention is required.

  
Mike Novak  
Executive Director

5-30-19  
Date

  
Richard D. Ehlert  
Procurement Director

5/30/2019  
Date