

Chair
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William D. Darby
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Mike Novak
Jack W. Perry
Betty Reinbeck



Executive Director
Harvey Hilderbran

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Internal Correspondence

Date: 07/28/2016
To: *Harvey Hilderbran*
From:
Subject: Proprietary Justification Form

Dear *Mr. Hilderbran*:

The Fiscal Division is requesting approval of proprietary specifications for an agency-wide end of fiscal year funds to order additional Varidesks. The estimated cost of \$17,396.95 is being requested in accordance with Government Code: Title 10, Subtitle D, Section 2155.067 (Proprietary Purchases). This letter of justification is required because this item specific type of standing desk is only available for purchase through Varidesk, with whom we have purchased from in the past and can verify the product quality and meets the needs of our employees.



Harvey Hilderbran Date 7-28-16
Executive Director



Richard D. Ehlert Date 7/28/2016
Procurement Director