Example – letter from superintendent requesting IPA



Place

School Logo

Here

Date

District Superintendent

Greater Southern Tier BOCES

9579 Vocational Drive, Bldg #8

Painted Post, NY 14870

To Whom It May Concern:

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School District would like to participate in an Installment Purchase Agreement (IPA) for the \_\_\_\_\_\_\_\_\_\_\_ school year. In addition to this letter, please find the following:

* Board resolution
* District clerk certification
* Equipment list form
* Equipment vendor quotes

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent

\_\_\_\_\_\_\_\_ School District

CC: T. Loukopoulous

B. Dryer

P. Lavigne

W. Dgien