



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Steve Summers, County Executive

MEMO

FROM: Michelle Jett, Director of Administration

RE: Purchase Policy

DATE: Monday, October 7, 2024

The invoice submitted for Breaker Press includes a printing cost of \$10,215. This is a purchase over \$10,000. I secured two quotes, one from Minuteman and one from Breaker. I was not able to secure a third quote as it is a time sensitive mailing. I chose the less expensive of the two options because of the lower cost and they could execute the job in a shorter timeframe.