

E-4



**TOWN OF HARRISON
VILLAGE OF HARRISON**

ALFRED F. SULLA, JR. MUNICIPAL BUILDING
1 HEINEMAN PLACE
HARRISON, NEW YORK 10528



Telephone: (914) 670-3110
Fax: (914) 835-2588

Purchasing Department

TO: Ronald Belmont, Supervisor and Members of the Town Board
FROM: Gail Frohlich, Purchasing Department
RE: Agenda Item, Town Board Meeting of April 28, 2016
DATE: April 15, 2016

Authorization is requested to allow Comptroller Maureen MacKenzie to open a Corporate Credit Line with Amazon.com.

The number of requests to purchase items from Amazon has been steadily increasing because the price on small items, and odd items, is less expensive than other suppliers. To obtain items using a purchase order, and to have out tax-exempt status associated with our account, the attached terms and conditions must be accepted.

The agreement has been reviewed, and approved, by the Law Department pending Town Board approval.

Respectfully submitted,

A handwritten signature in cursive script that reads "Gail Frohlich".

Gail Frohlich
Purchasing Department