

Members are requested to NOTE this report and CONSIDER the recommendations

Background

For the storage of files, Members are requested to CONSIDER and APPROVE the purchase of a cupboard in grey, measures 1980 x 1000 x 450 mm (H x W x D). The weight of this product is 98.5 kgs and comes with a five-year warranty. It cupboard can be securely locked with the use of one of the keys provided in delivery, for confidentiality and a clutter free efficient office.

<https://www.viking-direct.co.uk/en/realspace-pro-tambour-cupboard-grey-1980h-x-1000w-x-450dmm-p-2718132>

Recommendation

Members to APPROVE the purchase of the cupboard (as described above) at a cost of £344.00 (ex. VAT) from Office Equipment budget which stands at £475. The product is currently out of stock but deliveries are expected soon.

Tina Jones
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