

Date: 8/19/22

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Request:

We're requesting records for the 2021-22 Fiscal Year or 2021 tax year in relation to Inventory Management and Package-Asset Tracking/Management Software. (ex. package tracking software, package lockers/smart lockers, asset-inventory management software, mail postage system). These items are being used in your mailroom, receiving, facilities, and IT departments.

Please provide a lease or purchase order for Package Tracking/Delivery software and/or Smart Locker equipment. A copy of your mailroom equipment lease or purchase order if applicable. please provide a copy of the lease that shows the type of mailing equipment, monthly/quarterly payment, and date of the signed agreement. If you have a copy of your most recent invoice or purchase order, please submit.

We do not wish to inspect the records or need it certified.

Please forward the appropriate documents to [tristateoffice1231@gmail.com](mailto:tristateoffice1231@gmail.com)