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6/28/16

**Business & Finance Department**

Date: 06/28/16 Time Sent: 8:00 A.M.

Transmitting To: MS Procurement

Attention: \_\_\_\_\_

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**From:**

- |   |   |
|---|---|
| <input type="checkbox"/> Monica Anderson, Business Manager              | <input type="checkbox"/> Rose Anderson, Accounting        |
| <input checked="" type="checkbox"/> Delanea' S. Young, Purchasing Agent | <input type="checkbox"/> Lucy Williams, Accounts Payable  |
| <input type="checkbox"/> Lashonda R. Dixon, Secretary                   | <input type="checkbox"/> Sherrelle Smith, Insurance Clerk |
| <input type="checkbox"/> Carmen Stewart, Payroll Clerk                  |   |

Comments/Message: Cap & Gown Advertisement for Bid

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**PLEASE FAX ALL DOCUMENTS TO 601-445-2875**

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## ADVERTISEMENT FOR BID

Sealed bids will be received by the Board of Trustees of the Natchez-Adams School District, until 10:30 A.M. on Monday, July 18, 2016, at the office of the Superintendent of Schools, 10 Homochitto Street, Natchez, MS 39120, for the purchase of:

### Graduation Caps and Gowns

Details and information may be secured by contacting Delanea' S. Young, at 601-445-2809.

The Board of Trustees reserves the right to reject any and all bids and to waive any informalities.

All bids are to be sealed, plainly addressed to the Board of Trustees and marked "**GRADUATION CAPS AND GOWNS**" to be opened July 18, 2016 at 10:30 A.M.

Board of Trustees  
Natchez-Adams School District

By:



Monica R. Anderson  
Business Manager

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Tuesday, July 5, 2016

The Natchez Democrat