

NS

To: Shridhar Bapat
Robert Stearns
Michael Tschudin
Philip Perlman
Woody Vasulka

2/8/73

From: Howard Wise

Re: Equipment

This is to advise that there remains about \$1300 in the 1972-3 allocation from NYSCA for Equipment for the Kitchen.

Funds for equipment acquisition will become available when the final payment of the 1972-3 allocation is received. This should be sometime between March 1 and 15.

As previously advised, NYSCA requires three written competitive bids on purchases over \$500.

Kindly get your heads together and let me have your recommendation as to the equipment to be purchased with these funds. Obviously, the total should not exceed \$1300. Let me have description of each piece of equipment including manufacturer, model # and three sources for each piece.

Let's be prepared to place the order as soon as the funds become available.

Give me the information requested and I will get the bids and place the orders