

Memo

To: Nancy Flores, Director of Recreation
From: Ray Piattoni, Facility Administrator
Date: March 3, 2011
Re: Purchase of NuSteps

Attached, please find a quote for the purchase of two NuStep cardio fitness pieces. This quote has been provided directly by the manufacturer.

NuSteps are excellent cardio pieces for our senior clientele. The seats swivel out, allowing members with limited mobility easy access. I believe this will be popular with our senior crowd, many of whom have requested the purchase of this piece of fitness equipment.

I would like to gain permission to make this purchase.

If I can provide you with any additional information, please let me know. Thank you for your time and consideration.