

PRIOR NOTIFICATION FORM

NOTICE OF MATTER TO BE SUBMITTED TO THE BOARD OF ALDERS

TO (list applicable alders of): ALL

WARD # **ALL**

DATE: **August 30TH, 2022**

FROM: Department/Office Office of the City/Town Clerk
Person May Beyreed Telephone 946-8342

This is to inform you that the following matter affecting your ward(s) will be submitted to the Board of Alders in the near future:

ORDER OF THE BOARD OF ALDERS OF THE CITY OF NEW HAVEN
APPROVING THE OFFICE OF THE CITY CLERK TO ENTER INTO A
MULTIYEAR LEASE AGREEMENT WITH PRISM OFFICE SOLUTIONS FROM
JULY 1, 2022 TO JUNE 30, 2022 FOR COST PER COPY AND COPIER
MANAGEMENT SERVICES FOR PUBLIC PHOTOCOPY SERVICES.

Check one if this an appointment to a commission

☐ Democrat

☐ Republican

☐ Unaffiliated/Independent/Other _____

INSTRUCTIONS TO DEPARTMENTS

1. Departments are responsible for sending this form to the alder(s) affected by the item.
2. This form must be sent (or delivered) directly to the alder(s) **before** it is submitted to the Legislative Services Office for the Board of Alders agenda.
3. The date entry must be completed with the date this form was sent the alder(s).
4. Copies to: alderperson(s); sponsoring department; attached to submission to Board of Alders.