



## Public Schools of the Tarrytowns

Lauren Leone, CPPB, Purchasing Agent, 200 North Broadway, Sleepy Hollow, NY 10591  
Ph: 914-332-4262 E-Mail: [lleone@tufsd.org](mailto:lleone@tufsd.org)

To Whom It May Concern:

This letter will serve as notice that pursuant to the UFSD of the Tarrytown's Textbook Loan Program Policy, requests for the purchase and loan of textbooks **must be typed and submitted electronically, on the District's loan request form on or before July 1<sup>st</sup> of the preceding school year for which the books are being requested.**

Please also be advised that books on loan for the current 2024-2025 school year must be returned at the end of the school year no later than June 30, 2025. Please call to schedule an appointment for book drop off 914-332-4262 or via email [lleone@tufsd.org](mailto:lleone@tufsd.org). Unfortunately, due to the new security guidelines and procedures in the building, we are no longer able to accommodate walk ins.

For more information concerning the District's Textbook Loan Program, please consult the Board of Education Policy 1740 and it's implementing Regulations 1740-R which are available on the District website [www.tufsd.org](http://www.tufsd.org) under the Community link.

Please e-mail Purchasing with additional questions at [lleone@tufsd.org](mailto:lleone@tufsd.org) or call the Purchasing Department at 914-332-4262.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lauren Leone'. The signature is fluid and cursive, with the first name 'Lauren' being more prominent than the last name 'Leone'.

Lauren Leone, CPPB  
Purchasing Agent