



# MEMO

**To:** Mr. Couzzo

**From:** Brad Gomberg

**Date:** 10/28/2015

**Re:** Microsoft Office 2016 Purchase

The Village of Tequesta currently utilizes the Microsoft Office 2007 Professional Suite for all productivity related applications. This product's mainstream support ended 10/9/2012 with a one-time extension for support ending in the next budget year. Due to this approaching deadline, as well as decreasing compatibility with more current applications, I budgeted the upgrade to Microsoft Office 2016 this year. I believe this application package and its future service packs useful life expectancy to be at least 6 years.