

santa rosa county
school district



"A Tradition of Excellence"

Judson C. Crane

CPPO, CPPB

Director of Purchasing and Contract Administration

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May 21, 2015

Mr. Tim Wyrosdick
Superintendent of Schools
5086 Canal Street
Milton, FL 32570

Dear Mr. Wyrosdick,

In compliance with School Board Policy 7.70, approval is requested for payment in the amount of \$7,212.68 to Advanced Data Solutions. Funds were approved and budgeted for this purpose, however the services were ordered and received prior to issuance of a purchase order, as detailed in the attached letter, and board approval is required for disposition of this matter.

Sincerely,

Judson C. Crane

JCC/rp
Attach: 1

DISTRICT 1
Diane Scott

DISTRICT 2
E. Hugh Winkles

DISTRICT 3
Carol Boston

DISTRICT 4
Jennifer Granse

DISTRICT 5
Scott Peden



Don Lewis Lynn, Jr.
Assistant Superintendent for Human Resources

5086 Canal Street Milton, Florida 32570-6706

Phone: 850/983-5030

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Facsimile: 850/983-5039

E-mail: LynnL@mail.santarosa.k12.fl.us

April 20, 2015

Director, Purchasing/Contracting
6544 Firehouse Road
Milton, FL 32570

Dear Mr. Crane:

Please submit this letter as a request to the Santa Rosa County School Board to authorize the purchase of services from Advanced Data Solutions to convert microfiche to electronic format costing \$7,212.68.

This project has been ongoing since FY 14 and was discussed with all affected departments. Unfortunately, a purchase order was not prepared prior to moving forward, as per Board policy. I regret the error and will ensure it does not occur within the Human Resources Department again.

Sincerely,

A handwritten signature in dark ink, appearing to read "D. Lewis Lynn, Jr.", written over a light blue horizontal line.

D. Lewis Lynn, Jr.
Assistant Superintendent, Human Resources

DISTRICT 1
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