



September 22, 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 \$4,400.00 to B & B Educational Consultants. 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/cl

Attach: 1



Patti Petrie
Coordinator of Literacy
5086 Canal Street
Milton, Florida 32570-6706
Phone: 850.983.5045
Cell: 850.910-3601
Fax: 850.983.5067

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

August 24, 2015

Jud Crane
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 B & B Consultants for two professional development workshops totaling \$4,400.00.

The workshops (WIDA Made Simple for the Classroom) were held on July 23-24, 2015. Unfortunately, a purchase order was not prepared prior to the workshops, as per Board policy. I regret the error and will ensure it does not occur within the Literacy Department again.

Sincerely,

Patti Petrie
Coordinator of Literacy