

santa rosa county
school district



"A Tradition of Excellence"

Judson C. Crane

CPPO, CPPB

Director of Purchasing and Contract Administration

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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 \$43,275.00 to Textbook Brokers Inc. 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

DISTRICT 1
Diane Scott

DISTRICT 2
E. Hugh Winkles

DISTRICT 3
Carol Boston

DISTRICT 4
Jennifer Granse

DISTRICT 5
Scott Peden



Clifton L. Hinote
Director of High Schools

5086 Canal Street Milton, Florida 32570

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September 4, 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 dual enrollment text books from Textbook Brokers totaling \$43,275.00.

The purchased textbooks will be utilized by our off-campus dual enrollment students as well as many students attending dual enrollment coursework on our high school campuses. A purchase order was not prepared prior to the purchase of books, as per Board policy.

I sincerely regret the error and will make sure it does not occur again.

Sincerely

Clifton L. Hinote
High School Director