

Santa Rosa County
School District



"A Tradition of Excellence"

Judson C. Crane

CPPO, CPPB

Director of Purchasing and Contract Administration

6544 Firehouse Road, Milton, Florida 32570-3411

Phone: 850/983-5130

Suncom: 689-55130

Facsimile: 850/983-5133

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

Website: www.santarosa.k12.fl.us/purchasing

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 \$26,300.00 to The Flippen Group LLC. 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



**MARTIN LUTHER KING MIDDLE SCHOOL
5928 STEWART STREET
MILTON, FL 32570**

**DARREN BROCK
PRINCIPAL**

**MARGARET MCCORMICK
ASSISTANT PRINCIPAL**

August 25, 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 The Flippen Group LLC totaling \$26,300.00.

The Capturing Kids Heart workshop was held on July 14-16, 2015. 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 again.

Sincerely,

Darren Brock
Principal