

santa rosa county
school district



"A Tradition of Excellence"

Judson C. Crane

CPPO, CPPB

Director of Purchasing and Contract Administration

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March 10, 2016

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 \$14,688.41 to George Markham & Sons. 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

Holley Navarre Intermediate School
1936 Navarre School Road
Navarre, FL 32566
Phone (850) 936-6020
Fax (850) 936-6026



Beth Mosley
Principal

Tina Howard
Assistant Principal

February 26, 2016

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 products and services from George Markham & Sons to install an electronic school marquee at the cost of \$14,688.41.

Administration worked with Purchasing/Contracting and Assistant Superintendent Harrell throughout the planning process. Unfortunately, a purchase order was not prepared prior to moving forward with George Markham & Sons, as per Board policy. I regret the error and can ensure the Board that all procedures and policies will be followed in the future.

Sincerely,

Beth Mosley
Principal