



Judson C. Crane  
CPPO, CPPB  
Director of Purchasing and Contract Administration  
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September 10, 2020

Mr. Tim Wyrosdick  
Superintendent of Schools  
6032 Hwy 90  
Milton, FL 32570

Dear Mr. Wyrosdick,

In compliance with School Board Policy 7.70, approval is requested for payment in the amount of \$4,491.01 to Dlux Printing Inc. Funds were approved and budgeted for this purpose; however, the products were ordered prior to issuance of a purchase order, as detailed in the attached letter. Board approval is required for disposition of this matter.

Remedial training will be conducted with school administration and employees regarding the process of this purchase. This is the second unauthorized purchase from this location since February 2019.

Sincerely,

JCC/cl  
Attach: 3

# Memorandum

**To:** Jud Crane  
**From:** Stephen Shell, Principal  
**Date:** 8/14/2020  
**Re:** Dlux Printing

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Pace High School has used Dlux Printing for the last couple of years for numerous printing jobs. This year the purchase order was not done prior to committing to them for our agenda planners. We discovered after the fact they had been removed from the vendors list, which at this point they had already begun the printing process. Our staff will be trained as soon as possible on unauthorized purchases. We would like to have authorization to proceed with payment for this job.

Stephen Shell

Principal

Pace High School



Agenda Planners									
Requisition #	PO #	Author	Vendor	Bids	Vendor Contact	Terms & Conditions	Deadline Date		
018216584	N/A	HEAD, BRIDGET ANN	V000017351 DLUX PRINTING INC 3814 W FAIRFIELD DRIVE PENSACOLA, FL 32505	N/A	N/A	N/A	N/A		
PO Status Open	Request Type Standard	Request Date/Status 08/03/2020 08:33:28	Order Contact N/A	Center/School Contact N/A	Deliver To 0182 : PACE HIGH SCHOOL	Requesting Facility 0182 : PACE HIGH SCHOOL	Bill To N/A		

Line Items									
Ref. #	Item #	Description	Qty	UOM	Unit Price	Amount	Shipping	Receivers	
1	108045	Agenda Planner 2020-2021 96 pages Quantity - 2600	1.00		4491.01	4491.01	<input type="checkbox"/>		
1							<input type="checkbox"/>		
Total						4,491.01			

Allocations												
Ref. #	Fund #	Function #	Object #	Facility #	Project #	Program #	Budgeted	Committed	Encumbered	Expended	Balance	Amount
<input type="text" value=""/>	<input type="text" value=""/>			<input type="text" value=""/>								<input type="text" value=""/>
<input type="text" value="1"/>	<input type="text" value="100 - GENERAL"/>	<input type="text" value="5100 - BASIC (FE)"/>	<input type="text" value="390 - OTHER P"/>	<input type="text" value="0182 - PACE HI"/>	<input type="text" value="14801 - TEXTB"/>	<input type="text" value="103 - 9 - 12 BASIC"/>	<input type="text" value="5,181.02"/>	<input type="text" value="4,491.01"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="690.01"/>	<input type="text" value="4491.01"/>
											Total	<input type="text" value="4,491.01"/>



3320 N. "W" Street

Pensacola, FL 32505

Office: (850) 457-8494 Fax: (850) 458-2740

**QUOTE**

Pace High School

Atten: Bridget Head

2020 Agenda Planner 96 Pages + Cover 5.5 X 8.5

\$4491.00

07/25/2020

Accepted By: \_\_\_\_\_

*Stephen Shell*