



Judson C. Crane CPPO, CPPB Director of Purchasing and Contract Administration 6544 Firehouse Road, Milton, Florida 32570-3411 850/983-5130

> cranej@santarosa.k12.fl.us https://sites.santarosa.k12.fl.us/purchasing/

November 17, 2020

Dr. Karen Barber Superintendent of Schools 6032 Hwy 90 Milton, FL 32570

Dear Dr. Barber,

In compliance with School Board Policy 7.70, approval is requested for payment in the amount of \$18,000.00 to Southern Standard Equipment. 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 has been be conducted with school administration and employees regarding the process of this purchase. This is the second unauthorized purchase from this location since 2018.

Sincerely,

Judson C Crane

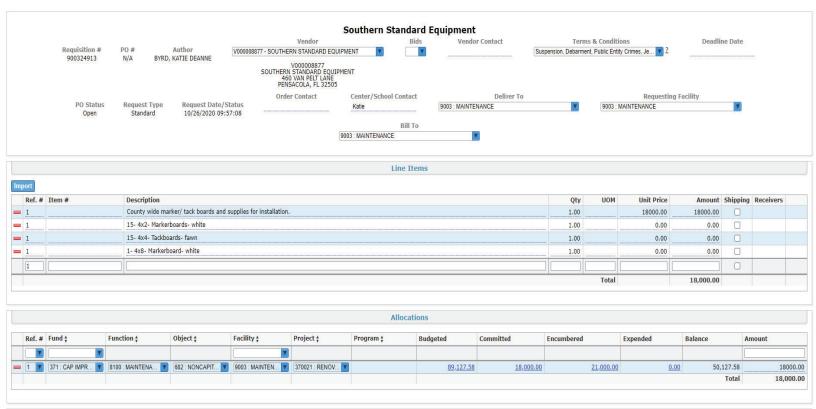
JCC/cl Attach:4

11-04-2020

To Whom It May Concern,

An omission in the fiscal procedure occurred when we approved a purchase through Southern Standard Equipment for marker boards, tack boards, and mounting hardware for various sites in the School District. We failed to procure the minimum amount of purchase quotes before ordering the material. The purchase amount exceeded the maximum allowable threshold amount without obtaining the said purchase quotes. The policy states we are allowed to purchase items up to the amount of \$12,500 without obtaining three quotes for approval. The purchase amount in this case was \$18,000 and thus was over the allowable amount without the three quotes. Due to the Pandemic and time restraints we were under to purchase and receive these items we failed to go back and read the protocols and procedures before we moved forward with the purchase. Since this transaction occurred Building Maintenance Supervision has met with the School District Purchasing Department and has reviewed the process and procedures that are in place to keep this type of issue from happening again. The Maintenance Department Supervision and Technicians will continually work with the School Districts Purchasing Department to insure the policies and procedures will be followed and make these types of purchases as seamless as possible.

Supervisor of Building Maintenance



Files (Drag files to upload) Select	Comments	Comments for vendor	Approve Deny Send Back to Originator
Standard Equip. \$18,000 invoice.pdf (0.15m <sup>*</sup>			

## SOUTHERN STANDARD EQUIPMENT, INC. 460 VAN PELT LANE PENSACOLA, FL 32505

SANTA ROSA COUNTY SCHOOL BOARD

Invoice Date 09-25-2020

## Customer ID S100

Invoice ID 2036-01

Work Order

Ship Date

Job Location:

MARKER & TACKBOARDS

# County wide marker boards WO#81279

Ship Via None

### MARKER & TACK BOARDS

5086 CANAL STREET MILTON, FL 32570

To:

Anna

18,000.00

Amount Billed Total Tax \$18,000.00

Retainage Held

\$18,000.00

	Claridge	LOAD TICKET
V	SOUTHEAST	

100 Barrett Industrial Boulevard Wetumpka, AL 36092 (334) 514-4524 (334) 514-4855 www.ClaridgeProducts.com email: STatum@ClaridgeSE.com

Project:	SANTA ROSA COUNTY SCHOOL DISTRIC	Quote	No.	0
Location	ation: MILTON, FL 32570		iption:	Visual Display / Contract
Ship Date: 9/18/2020		Attention:		PO# 154-20
Job No.	C7012122			
old To:	Florida Chalkboard Co	Ship To:	Santa	Rosa School District
Jennifer Beasley @Southern Standard			PO# S	Santa Rosa Co School Facilities
	850-472-1006 or 850-475-1001		6544 Firehouse Rd	

Milton, FI 32570

Order Qty	Ship Qty	BackO Qty	Product Name	Product ID
16			2" FLAG HOLDER	AFH2
94			2" MAPHOOK	AMH2
15			4' X 12' MARKER BOARD - WHITE(100)	DAK04001200
15			4' X 4' TACK BOARD - FAWN(1110)	YSE04000400
1			4' X 8' MARKER BOARD - WHITE(100)	DAK04000800
310			4 - RED ANCHOR, 5071 L-CLIP, #10X1-3/4" SCREW, #8X1/2	ALS4
20			ADHESIVE 29 OUNCE TUBES	R000
0			KIT TYPE 4 - RED ANCHOR, 5071 L-CLIP, #1	ALS4
1			CLARIDGE INSTALLATION INSTRUCTIONS	INSTALL INSTR

The above described property in good condition, except as noted

Complete Signature Required: Initials Not Accepted:\_\_\_\_\_