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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 conducted with school administration and employees regarding the process of this purchase. This is the second unauthorized purchase from this location since 2018.

Sincerely,

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

## Southern Standard Equipment

Requisition # 900324913	PO # N/A	Author BYRD, KATIE DEANNE	Vendor V000008877 - SOUTHERN STANDARD EQUIPMENT	Bids <input type="checkbox"/>	Vendor Contact 	Terms & Conditions Suspension, Debarment, Public Entity Crimes, Je... 2	Deadline Date 
			V000008877 SOUTHERN STANDARD EQUIPMENT 460 VAN PELT LANE PENSACOLA, FL 32505				
PO Status Open	Request Type Standard	Request Date/Status 10/26/2020 09:57:08	Order Contact 	Center/School Contact Katie	Deliver To 9003 : MAINTENANCE	Requesting Facility 9003 : MAINTENANCE	
				Bill To 9003 : MAINTENANCE			

## Line Items

Import

Ref. #	Item #	Description	Qty	UOM	Unit Price	Amount	Shipping	Receivers
1		County wide marker/ tack boards and supplies for installation.	1.00		18000.00	18000.00	<input type="checkbox"/>	
1		15- 4x2- Markerboards- white	1.00		0.00	0.00	<input type="checkbox"/>	
1		15- 4x4- Tackboards- fawn	1.00		0.00	0.00	<input type="checkbox"/>	
1		1- 4x8- Markerboard- white	1.00		0.00	0.00	<input type="checkbox"/>	
1							<input type="checkbox"/>	
Total						18,000.00		

## Allocations

Ref. #	Fund	Function	Object	Facility	Project	Program	Budgeted	Committed	Encumbered	Expended	Balance	Amount
1	371 : CAP IMPR...	8100 : MAINTENA...	682 : NONCAPIT...	9003 : MAINTEN...	370021 : RENOV...		89,127.58	18,000.00	21,000.00	0.00	50,127.58	18000.00
Total												18,000.00

Files

(Drag files to upload)

Select



Comments

Comments for vendor

  

Standard Equip. \$18,000 invoice.pdf (0.15m)

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

Invoice Date  
09-25-2020

Customer ID  
S100

Invoice ID  
2036-01

Work Order

Ship Date

To:  
SANTA ROSA COUNTY SCHOOL BOARD  
5086 CANAL STREET  
MILTON, FL 32570

Job Location:  
MARKER & TACKBOARDS

County wide marker boards  
WO#81279

Ship Via  
None

1	MARKER & TACK BOARDS	18,000.00
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Amount Billed	\$18,000.00
Total Tax	

Retainage Held

10-25-2020

\$18,000.00



# LOAD TICKET

100 Barrett Industrial Boulevard  
Wetumpka, AL 36092  
(334) 514-4524  
(334) 514-4855  
www.ClaridgeProducts.com

email: [STatum@ClaridgeSE.com](mailto:STatum@ClaridgeSE.com)

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