



March 12, 2019

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 \$14,980.70 to Baptist Health Care Sports Medicine. Funds were approved and budgeted for this purpose, however the products 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.

Remedial training has already been conducted regarding the purchase order process with this department.

Sincerely,

Judson C Crane

JCC/tf

Attach: 3



Jason Weeks
Director, High Schools

5086 Canal Street, Milton, Florida 32570
Phone: (850) 983-5055
Fax: (850) 983-5067

February 13, 2019

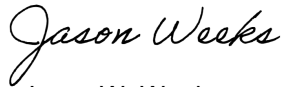
Jud Crane
Director – Purchasing/Contracting
6544 Firehouse Road
Milton, FL 32570

Dear Mr. Crane:

Please submit this letter as a request to the Santa Rosa County School Board to authorize the purchase of training supplies from Baptist Health Care Sports Medicine totaling \$14,980.70

Our partnership with the Andrews Institute Sports Medicine Outreach/Baptist Health Care Sports Medicine benefits our student-athletes. All training supplies are purchased by the Santa Rosa County School Board. A purchase order was not prepared prior to the supply delivery, as per Board policy. I regret the error and will ensure it does not occur again.

Sincerely,



Jason W. Weeks
Director of High Schools
Santa Rosa County District Schools
850-400-8129
weeksj@mail.santarosa.k12.fl.us

DISTRICT 1

Linda Sandborn

DISTRICT 2

Buddy Hinote

DISTRICT 3

Carol Boston

DISTRICT 4

Jennifer Granse

DISTRICT 5

Wei Ueberschaer

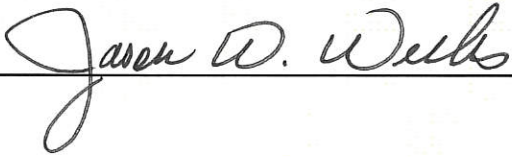
Andrews Institute Sports Medicine Outreach

Invoice

1040 Gulf Breeze Pkwy
Gulf Breeze, FL 32561
850-916-8700

Santa Rosa County District Schools
6032 Hwy 90
Milton, FL 32570
(850) 983-5055 - Athletics - Attn: Anita Holmes
holmesa@santarosa.k12.fl.us

INVOICE NUMBER 4623-2019-1
INVOICE DATE 02/05/19
TERMS Net Due

DATE	DESCRIPTION	UNIT PRICE	AMOUNT
02/05/19	2019 Santa Rosa County Athletic Training Supplies Medco #SO2170795	14,980.70	\$14,980.70
		SUBTOTAL	14,980.70
		TAX	
		FREIGHT	
			\$14,980.70
			PAY THIS AMOUNT

Questions concerning this invoice?

Call: Kathleen McGraw
850-916-8673 o
706-296-0642 c

MAKE ALL CHECKS PAYABLE TO:

Baptist Health Care
Sports Medicine
Attn: Kathleen McGraw
1040 Gulf Breeze Pkwy
Suite 101
Gulf Breeze, FL 32561

THANK YOU FOR YOUR BUSINESS!

SANTA ROSA COUNTY SCHOOLS
HIGH SCHOOL ED

PROCESSED- 02/07/19 PAGE- 9
TIME- 08:14 FY- 19

NUMBER	DATE	T	-----VENDOR/REQUEST/SHIP-----	FND	FUNC	OBJ	CNTR	PROJECT	PGM	--AMOUNT--
90138866	020619	H	VNDR-V000016980 BAPTIST HEALTH CARE	100	5900	510	9013	907134	103	15,000.00 * << 1099 >>

CENTER	TOTAL	1 REQN CNT	15,000.00 **
--------	-------	------------	--------------