



Judson C. Crane  
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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 \$3,998.40 to Character Strong LLC. 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. 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.

Sincerely,

Judson C Crane

JCC/cl  
Attach: 3

**From:** [Shell, Stephen](#)  
**To:** [Lambeth, Cindy](#)  
**Subject:** Unauthorized Purchase  
**Date:** Thursday, February 28, 2019 4:22:54 PM

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To: Jud Crane  
From: Stephen Shell

The purchase of CharacterStrong software was not completed by Pace High School correctly. We received training on the correct purchasing process for this transaction from county office staff in the purchasing department on 2/28/2019 and we will refrain from this happening again.

Stephen Shell  
Principal, Pace High school

CharacterStrong  
4227 South Meridian STE 694  
Puyallup, WA 98373  
888-958-1396  
billing@characterstrong.com  
www.characterstrong.com



## INVOICE

### BILL TO

Quintessential Leadership  
Pace High School  
Claudia Cassevah  
5086 Canal Street  
Milton, FL 32570

INVOICE # 1681

DATE 05/31/2018

DUE DATE 06/30/2018

PRODUCT/SERVICE	QTY	RATE	AMOUNT
<b>Advisory Curriculum (High)</b> 25 30-minute character development lessons per grade level, 9th through 12th.	1	3,999.00	3,999.00
<b>Leadership Curriculum (HS Building)</b> 90 60-minute servant-leadership and character development lessons.	1	999.00	999.00
<b>Curriculum Discount</b> Group Discount 20% off	1	-999.60	-999.60

BALANCE DUE

**\$3,998.40**

Please mail all contracts, purchase orders, and payments to:

CharacterStrong, LLC  
4227 S. Meridian STE 694  
Puyallup, WA 98373

EIN: 81-4174372  
UBI: 604-043-554

RPRT- F3B01  
DIST- 57  
CNTR- 0182

SANTA ROSA COUNTY SCHOOLS  
PACE HIGH SCHOOL

TERMS - FINANCIAL INFORMATION SERIES  
REQUISITION VERIFICATION REPORT  
REQ-02 SEQ-D

PROCESSED- 10/05/18  
TIME- 10:12

PAGE- 5  
FY- 19

---REQUISITION--- S

NUMBER	DATE	T	VENDOR/REQUEST/SHIP	FND	FUNC	OBJ	CNTR	PROJECT	PGM	AMOUNT
01821004	100418	H	VNDR-V000020645 CHARACTERSTRONG LLC	100	5100	520	0182	14803	103	3,998.40 * << 1099 >>

ITEM	DESCRIPTION	QTY	UNIT PRICE	EXTENSION
	RETURN PO TO SCHOOL			
	ADVISORY CURRICULUM			
	DEVELOPMENT LESSONS PER GRADE			
	90 60 MINUTE SERVANT-LEADERSHIP			
	ATTN: CLAUDIA CASSEVAH			
	25 30 MINUTE CHARACTER			
	LEVEL 9TH-12TH	1	3,999.00	3,999.00
	AND CHARACTER DEVELOPMENT LESSONS	1	999.00	999.00
	DISCOUNT 20%	1	999.60-	999.60-

CENTER TOTAL	1 REQD CNT	3,998.40 **
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