



Judson C. Crane
CPPO, CPPB
Director of Purchasing and Contract Administration
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July 11, 2019

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

Dear Mr. Wyrosdick,

Please inform the Board of the Unauthorized Purchase in the letter that is attached. This is in compliance with School Board Policy 7.70. Funds were approved and budgeted for this purpose; however, the services were ordered and received prior to issuance of a purchase order as detailed in the attached letter.

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

Sincerely,

Judson C. Crane
JCC/rp
Attach: 1



Patti McKnight
Literacy and ESOL Coordinator
6032 Hwy 90
Milton, Florida 32570-6706
Phone: 850.983.5045
Cell: 850.910-3601
E-mail: mcknightp@mail.santarosa.k12.fl.us

June 19, 2019

To Whom it May Concern,

In April, the Literacy Department planned an ESOL training event. After securing a space and collaborating with the presenter a June 6 date for training was established. Our typical process of payment through a district issued Mastercard was not available by the presenter. The Literacy Coordinator was out of the office for most of May due to state required trainings and meetings. A purchase order was not generated per the Purchasing Department's policy. The event occurred as planned which resulted in an unintentional unauthorized purchase by the Literacy Department Coordinator.

The following corrective actions will take place:

1. As a team, the department secretary and I will develop and institute a checklist that all Literacy Department employees will use to make a purchase or develop a training that involves funding.
2. I will coordinate monthly budget meetings with the secretary to stay more informed and active in the details of the purchasing process.
3. I will attend any Purchasing Department required training.
4. Following the Purchasing Department training, the Literacy Department Secretary will work with the ESE Fiscal Assistant and the Office of Professional Development Fiscal Assistant to fine tune the purchasing documentation for multiple grants.

Sincerely,
Patti McKnight
Literacy and ESOL Coordinator

DO NOT EXCEED QUANTITIES OR PRICE WITHOUT PRIOR APPROVAL

SANTA ROSA COUNTY SCHOOL DISTRICT

THIS IS PAGE 1 OF 1 PAGE

729152

PURCHASE ORDER NUMBER:

FLORIDA SALES TAX EXEMPTION NUMBER:

85-8012622341C-0

NO SUBSTITUTIONS WITHOUT PRIOR APPROVAL
PURCHASE ORDER VOID IF NOT FILLED WITHIN 60 DAYS

COLLECT SHIPMENTS WILL BE REFUSED
PAYMENT WILL BE MADE ONLY TO VENDOR LISTED BELOW

DATE: 06/20/19

V-000020674
TO: BELIEVE LLC
13298 NW LITTLE CAT
ROAD
GREENVILLE FL 32331-4808


SHIP/INVOICE TO:
LANGUAGE ARTS
6032 HIGHWAY 90
MILTON FL 32570
PHONE (850) 983-5045

SPECIAL INSTRUCTIONS: PATTI MCKNIGHT

STOCK#	MAKE/MODEL/DESCRIPTION OF ITEMS	QTY	UNIT PRICE	TOTAL PRICE
	BELIEVE PROFESSIONAL LEARNING PROVIDED BY DORINA SACHMAN	1	2,500.00	2,500.00
	ONE DAY PROFESSIONAL DEVELOPMNT COMPREHENSIBLE INSTRUCTION AND GRADING FOR K-12 CLASSROOM TEACHERS INFORM THE BOARD JULY 11, 2019 SHIPPING INCLUDED IN TOTAL PRICE			

- - - - - AREA BELOW RESERVED FOR ACCOUNTS PAYABLE USE ONLY - - - - -
FND-FUNC-OBJ-CNTR-PROJECT-PGM AMOUNT
REQUEST: 90173233 PO: 729152 400 6400 310 9017 44819 2,500.00

COMMENTS: RETURN PO TO SITE
REQUISITIONED BY:

APPROVED BY:


P.O. TOTAL: 2,500.00
RECEIVED IN GOOD ORDER BY:

PATTI MCKNIGHT
COORDINATOR

CINDY LAMBETH
PURCHASING AGENT

DATE RECEIVED:

It is a condition of this purchase order contract that the vendor will comply with all Federal, State and Local laws, ordinances and rules, including but not limited to self reporting if listed on the Federal Suspension and Debarment list and if convicted of Public Entity Crimes.