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Revised: September 2009
Introduction

INTENT OF HANDBOOK

This handbook was designed to help new school principals and their staffs understand the processes – and pitfalls – of furnishing and equipping a new and/or renovated school. The information provided in this handbook comes from various departments and school board-based staff that have successfully opened schools in the past. We would like for you and your staff to help us improve this handbook for the next group of people who will be selected to open a new school. By giving us your feedback from your experiences while going through this unique opportunity, we hope to improve the process so it will be easier for schools that follow.

The appointed school personnel to open your school will receive support and help from many departments throughout this process, each performing their specialized functions in order to get your school up and running. Management Information Services and Purchasing will work together to see that items required outside of the facilities contract, are delivered and installed in a timely manner and within budget. The process has many phases and each step has been initiated to help with the flow of furniture and equipment from order point to payment of invoices. The Purchasing Department will work very closely with each school to make sure that everything that has been approved and budgeted is delivered to the school within the timeframes established for a smooth opening of the new facility to welcome the students of Volusia County.

Principals will be kept up-to-date on where we stand for each phase along the way and communication between all parties will be the key to success. Please call us at any time – we are here to support you.

Purchasing Department
(386) 734-7190 Ext. 20575
Section I – Furniture & Equipment

Section I – A TIME LINE

The time line will provide a sequencing of events to let you know approximately when an activity should begin in order to meet the projected completion date for your school and/or renovation project.

The time line is divided into two major phases.

The first phase deals with securing the proper approvals to purchase the items that will be required for your project. Each new school/renovation will start with a "core" listing of items that were required for the previously built school or program. Each project will be slightly different than the previous one, so adjustments will be made to the areas of curriculum that will be offered at your particular school. Many people will review the list before it is finalized. The principal (if appointed), district curriculum specialist, area superintendents, and if significant changes are made to the core, the deputy superintendent will review and approve the additions or deletions being made to the original list. Purchasing will recalculate the cost of all items on the pre-approved list prior to presenting it to budget for final approval.

The second phase of the time line deals with purchasing, delivery, installation, acceptance and payment of approved items purchased for your project. The Facilities Project Manager will give the Purchasing Department a substantial completion date to use to schedule deliveries to the school site. State statutes and Board policy determine the manner in which we purchase items on the master list. If a bid is required, and we do not already have access to an existing bid, it can take several months for buyers to issue a bid and to secure Board approval before purchase orders can be placed for bid items.

Timing is very critical when equipping a new school. It takes the cooperation of the school, facilities, Media Specialist, MIS, and Purchasing to pull everything together to get things in place so that your new school can open on time and within budget.

A time line for your project is included in this section.
# Sample Timeline

## 2003 - 2005 Time Line for Mainland High School New Construction

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<tbody>
<tr>
<td>1</td>
<td>Initial Review of Blueprints - highlight NIC items</td>
<td>Oct</td>
<td>Purchasing - NIC items to be highlighted on blueprints - end of Month</td>
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<td>2</td>
<td>Principal Determines Room Use</td>
<td>Dec</td>
<td>Principal forwards Room List by subject (Math, English, etc) to Purchasing Project Leader by year end</td>
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<td>3</td>
<td>Master Listing of Buildings and Rooms developed</td>
<td>Feb</td>
<td>Master Spreadsheets developed by Purchasing (Furn/Equip by Room Number) - End of Feb 2004</td>
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<td>4</td>
<td>Specialist List to Principal for Review &amp; Recommendations</td>
<td>Mar</td>
<td>Core Specialist Listing serves as initial budget by area - Beginning of March 2004</td>
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<td>Purchasing Recalculates $ (by Area if required)</td>
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<td>Purchasing Recalculates Cost - if required for any area (APRIL 2004)</td>
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<td>District Specialist Review of changes to initial listing (if required)</td>
<td>May</td>
<td>Specialist Review of Changes - if required Completed Early MAY 2004</td>
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<td>7</td>
<td>Principal Review of Changes (if made by Specialist)</td>
<td>May</td>
<td>Principal Review of Changes - if required Completed Early MAY 2004</td>
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<td>8</td>
<td>Area Superintendent Review (if no agreement on equip list)</td>
<td>May</td>
<td>Area Superintendent Review of Changes - if required Completed by Mid MAY 2004</td>
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<td>9</td>
<td>Purchasing Recalculates Cost After Area Supt approves - if required Completed Mid MAY 2004</td>
<td>May</td>
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<td>10</td>
<td>Deputy Supt. Approval Required if $ change is over 10% of orig. (amount or over $5,000.00)</td>
<td>May</td>
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<td>Completed End of MAY 2004</td>
<td>Return approved list to Purchasing</td>
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<td>Lists Returned to Purchasing</td>
<td>Jun</td>
<td>Furniture Requirements needed first to meet delivery schedules JUNE 2004</td>
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### Phase I - Using June 1, 2005 as estimated completion date
Preparation & Determination of Master Furniture & Equipment Requirements

Based on August, 2005 MOVE-IN
### Schedule of Activities

#### 2003 - 2005 TIME LINE FOR MAINLAND HIGH SCHOOL NEW CONSTRUCTION

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<td>12</td>
<td>List to Budget for Acct String</td>
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<td>SUBSTANTIAL - JUNE 1, 2005</td>
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<td>Furniture &amp; Equipment Purchasing Process</td>
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<td>Art</td>
<td>Rosette Jones Kilns NIC</td>
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<td>KILNS NOT IN CONTRACT - VCS PROVIDES</td>
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<td>Athet &amp; Fitness</td>
<td>Kathy Pletcher</td>
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<td>Business Labs</td>
<td>(3) Jones/Pletcher</td>
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<td>Custodial</td>
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<td>Electric Repair Lab</td>
<td>- Jones/Augie</td>
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<td>Food Production</td>
<td>Rosette Jones</td>
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<td>Usually from the district's warehouse</td>
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<td>Gen. Classrooms</td>
<td>Rosette Jones</td>
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<td>Marketing Lab</td>
<td>Rosette Jones</td>
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<td>Kathy Pletcher</td>
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<td>Media/TV Prod</td>
<td>Rosette Jones</td>
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<td>Music &amp; Band</td>
<td>Kathy Pletcher</td>
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<td>Science</td>
<td>Augie Buckley</td>
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<td>Tech Lab</td>
<td>(4) CM Comp. Kathy P.</td>
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<td>14</td>
<td>PO’s for Furn &amp; Equipment Copies to School for Delivery</td>
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<td>PO’s delivered to school when released to vendors throughout ordering phase</td>
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<td>15</td>
<td>Packing Slps/Delivery Notices Returned to Purchasing</td>
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<td></td>
<td>Packing Slips/Delivery Notices returned to Purchasing by School as orders are delivered and checked in</td>
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<tr>
<td>16</td>
<td>Payment of Invoices (Actual &amp; Recorded Master Shl.)</td>
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<td>Purchasing Department Responsible for Receipting and Processes Invoices for Payment</td>
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<td>17</td>
<td>Master Spreadsheet Review at conclusion of Project</td>
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<td>Review of Spreadsheet What improvements to process can be made to better serve the district?</td>
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Section I – Furniture & Equipment - Continued

Section I - B  CORE EQUIPMENT LIST – How it evolved

The core furniture and equipment list is a listing of items ordered from the last similar grade level school opened with any additions and deletions based upon recommendations from district curriculum specialist.

This is a starting point only – it will change many times over the course of furnishing and equipping your new school.

Each subject specialist recommends the equipment needed to teach the curriculum that will be implemented by the district at the time your school is scheduled to open. Since the curriculum changes from time to time the subject specialist is aware of upcoming changes before the principals are informed. Any specific questions regarding equipment or quantities should be directed to the specialist for that area.

Principals may recommend changes to the list; but, if the recommended changes are significant, the Purchasing Department will take the changes and the dollar impact on the budgeted funds to the appropriate district personnel for approval before they are added to the list. Major recommendations for additions and deletions will be taken to the Instructional Council for approval after being fully priced out by the Purchasing Department.

Although the district is committed to opening your school with furniture and equipment necessary to teach the district’s adopted curriculum, we cannot spend more than the budgeted allocation for this project. Purchasing will maintain the total dollar roll-up for F&E your school. Once the principal approves the master list, Budget will either approve the purchases to be made or inform all parties that the budget would be exceeded if all items on the list were purchased. At that point, Purchasing would work closely with the Area Superintendent, district specialists, and the principal to reduce quantities and/or delete items from the master list of equipment to bring the total budget back into line with the allocated budget.

The Purchasing staff is here to advise the principal on items that may be ordered with construction dollars and items that have not historically been purchased for new schools. Purchasing serves only in an advisory and accountability function. If you do not agree with the Purchasing Department’s recommendation, let us know and we will explain your best options for getting approval of your request. We do not set your budget, but we are responsible for monitoring expenditures for furniture and equipment. We want your school to have what is required to teach students in each subject area that will be offered at your school. Items requested for your school that have not been provided in previous school openings present equity issues for the district, and the financial ramifications are considered on a district-wide basis before approval to order these items is given.

The following page shows the appeal process as approved by the Instructional Council.
New Construction or Major Renovation Projects - Furniture & Equipment Requirements

1. A district area subject specialist generated list of approved furniture and equipment is given to the principal of the new or renovated school (first draft of master spreadsheet). Each subject area list is priced by the item and quantity to be purchased. The total dollars for the subject list will serve as the initial budget for that area.

2. The principal or designee may recommend changes, additions, or deletions showing their recommendations with a catalog or best price estimate. The principal will sign each list to verify their approval of any changes or recommendations made to the initial list.

3. The principal approved list is sent to the purchasing department to have the master spreadsheet updated and the associated costs recalculated.

4. Any list with additions and deletions will be sent back to the district subject area specialist for further review and recommendations.

**District Area Subject Specialist**

*Agrees with Principal:* If the changes are recommended, the specialist will sign or email back their approval to the purchasing department.

*Disagrees with Principal:* If there is no agreement with the changes, the concerns are noted on the list and the list is returned to the principal by the district area subject Specialist.

**Principal**

*Agrees with the Specialist:* The changes are crossed through, and the list is then retotaled, signed by the principal and sent back to the purchasing department.

*Disagrees with the Specialist:* The principal will meet with their area superintendent to discuss their recommendations to resolve any issues.

**Area Superintendent**

*Agrees with the Principal:* The area superintendent approves and signs the list and sends it to the purchasing department.

*Disagrees with Principal:* The area superintendent will note any changes to be made to the list. They will then recalculate the total cost reflecting the changes to be made and sign the list. The newly totaled list is then sent to purchasing.

5. If the changes to the totaled list are more than $5,000.00 or 10% over the initial dollar budget, the Deputy Superintendent must also approve the new list.

6. The list is then submitted to budget for an account string, and purchasing will generate required purchase orders for all items on the approved master furniture & equipment list.

Approved by Instructional Council: January 30, 2003
Section I – Furniture & Equipment - Continued

**Section I - C   Budget, Start-Up Funds & Purchasing Policy 702**

**Budget Funds & Start-Up Money (Contact the Budget Office)**
The Budget Office is responsible for opening your new school’s financial accounts (string lines) so that funds can be established and a minimal start-up amount for incidental items such as office supplies, postage, etc. can be given to you prior to opening the school. Once the funds are available, you must keep a receipt for every purchase made so that you can adhere to the district’s fiscal policies for proper documentation of expenditures.

You may not have clerical support at this time so it will be your responsibility to handle the paperwork in a timely manner to properly account for all monies that have been spent. In this interim period while you do not have clerical support, the Purchasing Department will gladly assist you by entering requisitions into the system for deliveries from the warehouse or for items to be purchased from outside vendors.

**Purchasing Cards (Contact the Purchasing Department – Gary Hopkins Ext. 20585)**
Another resource available to you is the district’s purchasing card program. After a budget has been established for your new school, you can request a VISA purchasing card to be issued in your name for school use. Our department will assist you with the monthly settlement of your statements until your clerical support is on board and trained in how to process purchasing card statements. After your school has opened, you may request Site Cards (cards issued in the school’s name) to be used by authorized school-based staff. Please call Gary Hopkins for details. (See page 17 – District Purchasing Card Program)

**Purchasing Policy 702**
A copy of the district’s Purchasing Policy 702 is provided in this section. It outlines the rules and regulations for expending your schools district funds and explains the dollar limits for which you are authorized to spend money. The dollar limits for vendor quotes and/or competitive bid solicitations (which are handled by the Purchasing Department as Capital Outlay funds) are outlined in this policy. Currently, the Board has set a $10,000.00 to $24,999.99 limit for informal quotes, $25,000 to $49,999 for formal quotes (RFQ) and the competitive bid threshold is any amount at or above $50,000.00. It is highly recommended that you read this policy in its entirety.

**Policy 702** is included in this section or can be found at the district’s website and on our purchasing website at [www.volusia.k12.fl.us/Purchasing](http://www.volusia.k12.fl.us/Purchasing). Click on Policies.
Purchasing

The purchase of products and services by the School District of Volusia County shall be authorized by state law and must be in accordance with procedures prescribed by the school board.

I. Definitions

A. The term “competitive solicitation” shall be defined for the purposes of this policy to include purchases made through the issuance of an invitation to bid, request for proposals, and invitation to negotiate.

B. “Invitation to bid” shall be defined for the purposes of this policy as a written solicitation for competitive sealed bids. The invitation to bid is used when the district is capable of specifically defining the scope of work for which a contractual service is required or when the district school board is capable of establishing precise specifications defining the actual commodity or group of commodities required. A written solicitation includes a solicitation that is publicly posted.

C. The term “request for proposals” shall be defined for the purposes of this policy as a written solicitation for competitive sealed proposals. The request for proposals is used when it is not practicable for the district to specifically define the scope of work for which the commodity, group of commodities, or contractual service is required and when the district is requesting that a responsible vendor propose a commodity, group of commodities, or contractual service to meet the specifications of the solicitation document. A written solicitation includes a solicitation that is publicly posted.

D. “Invitation to negotiate” shall be defined for the purposes of this policy as a written solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or contractual services. The invitation to negotiate is used when the district determines that negotiations may be necessary for it to receive the best value. A written solicitation includes a solicitation that is publicly posted.

E. The term “Request for Quotation (RFQ)” shall be defined for the purposes of this policy as a written request for competitive quotes. This procurement method is used when the purchase total is between $25,000 and the amount established by law for competitive solicitations when the district is capable of specifically defining the scope of work for which a contractual service is required or when the district is capable of establishing precise specifications defining the actual commodity or group of commodities required. A written solicitation includes a solicitation that is publicly posted.

F. The term “grants” shall be defined for the purposes of this policy as a grant award contribution, gift, or subsidy (in cash or in-kind services) bestowed by a government, foundation or other funding organization (called the grantor) for specified purposes to an eligible recipient (called the grantee). Grants are usually conditional upon certain qualifications as to the use; maintenance of specified
standards, use of specified or approved vendors and/or products and may or may not require proportional (matching) contribution by the grantee or other grantor(s).

G. The term “proposer” shall be defined for the purposes of this policy to include those vendors submitting bids or responses to a competitive selection.

H. “Reverse auctions” shall be defined as an innovative technology tool used to drive down the prices of commodities and contractual services. Real time, online bidding ends at a specified time or when cost becomes too low for profit.

I. The term “superintendent” shall be defined for the purposes of this policy to mean “superintendent or designee”.

II. Authority

A. The superintendent is authorized to expend monies for purchases of commodities and contractual services where the total amount does not exceed the maximum amount allowed by law that may be purchased without the bid process and which otherwise would be exempt from bidding by state law. The purchases are not to exceed the applicable appropriation in the district’s budget and shall be made in accordance with Board policy.

B. Assistants functioning under the superintendent’s direction may be authorized to perform these purchasing tasks. No person, unless authorized to do so under the policy of the district school board, may make any purchase or enter into any contract involving the use of district and/or school funds, including internal accounts. No expenditures for any such unauthorized purchase or contract shall be approved by the school board. The payment for any unauthorized purchase or contract shall be the sole responsibility of the person placing the order or entering into such contract.

C. Before making any purchase of commodities or contractual services, which the superintendent is authorized by the school board to make, or before recommending any purchase to the board, the superintendent shall, insofar as possible, propose standards and specifications. The superintendent shall see that all purchases and contracts conform to those standards and specifications, and shall take other such steps as are necessary to see that maximum value is being received for any money expended.

D. The following standards for acquiring commodities and contractual services will be established by the district at the following dollar limits:

1. Small Purchases (up to $9,999.99)

Goods and services under $9,999.99 are purchased on the open market. The superintendent has the authority to change selected vendors if it is in the District’s best interest to do so. The District’s purchasing card is encouraged for all expenditures as outlined in the Purchasing Card Users Manual.
2. **Informal Quotes ($10,000.00 to $24,999.99)**

Goods and services from $10,000.00 to $24,999.99 are purchased after securing a minimum of three (3) written quotes from selected vendors. A copy of the written quotes shall be forwarded to the Purchasing Department at the time the requisition or request to purchase is made. The superintendent has the authority to change selected vendors if it is in the District’s best interest to do so.

3. **Requests for Quotation RFQ ($25,000.00 to $49,999.99)**

Goods and services from $25,000.00 to $49,999.99 are purchased after requesting a formal Request for Quotation. The Purchasing Department shall obtain written competitive quotes from a minimum of three (3) qualified vendors. The Purchasing Department will review the responses and select the lowest and best responsive and responsible quotation received.

4. **Requests for Formal Sealed Competitive Solicitations (amounts over the dollar limit allowed by law)**

Purchases for amounts exceeding the maximum amount allowed by law are acquired through formal sealed competitive solicitations, with the exception of sole (single) source vendors, emergency purchases, or other purchases which are expressly exempted from the competitive solicitation process by law (see Section V – Exceptions to Competitive Solicitations).

E. **Emergency Purchases:** In an emergency situation, the superintendent shall have the authority to waive established procedures for purchases costing below the bid threshold amount. Each emergency purchase shall be immediately followed with a direct pay request, or other appropriate documents, indicating the reason this purchase was deemed to be an emergency. Staff must state in their written documentation what the immediate danger was to the public health; safety or welfare; or other substantial loss the district avoided by making the emergency purchase.

III. **Methods of Purchase/Requisitions**

A. **Insofar as practicable, all purchases shall be based on contracts, purchasing card systems, electronic procurements, or purchase orders.** Within the limits prescribed by the Board, the Superintendent shall be authorized to approve purchases under rules set by the Board, provided that in so doing, he or she shall certify that funds to cover the expenditures are authorized by the budget and have not been encumbered.

B. **Each requisition or contract for commodities or contractual services shall be properly financed, budgeted and encumbered prior to the issuance of a purchase order.** The purchase order shall be approved by the superintendent. The
acquisition of the commodities or contractual services shall not precede the requisition date.

C. Splitting of Requisitions and/or Purchase Orders: Districts may not divide the procurement of commodities or contractual services so as to avoid the monetary threshold requirements set by law or policy.

D. The Superintendent may utilize any appropriate electronic methods, such as procurement cards, to purchase commodities and contractual services as deemed to be in the best interest of the district and consistent with other parts of this policy.

E. In addition to the traditional competitive bid methods, reverse electronic auctions, (eAuctions) may be used to acquire commodities or services when it is advantageous for the district and significant cost savings may be realized.

IV. Competitive Solicitations

A. Maintenance of the Bidders List:

1. The Purchasing Department shall maintain a list of all potential bidders by category of commodity or service and shall include the names of all persons or firms that requested placement on the list.

2. Should a vendor fail to respond to a request for bid or proposal, the Purchasing Department may remove that vendor’s name from the bid mailing list, for future bids concerning that commodity.

3. The Director of Purchasing may remove the name of any person or firm from the list based upon prior documented unsatisfactory experience with the person or firm. However, the person or firm may apply to the Director of Purchasing for reinstatement to the vendor list after being removed for one (1) year. The decision regarding reinstatement shall be at the discretion of the Director of Purchasing.

B. Competitive solicitations shall be requested by the superintendent from a minimum of three (3) sources for any authorized purchase or contract for services exceeding the maximum amount allowed by law, which are not otherwise exempt from bidding by Florida law.

C. Public Inspection and Copying of Bids shall be in accordance with section 119.07 et. seq., Florida Statutes. Bids and proposals shall be made available for public inspection by the Director of Purchasing on the posting date and/or 10 days after bid or proposal opening, whichever is earlier, unless such documents are exempt under section 119.07 et. seq., Florida Statutes. The fee for photocopying shall be in accordance with established procedure.
D. Resolution of Bid Protests:

The School Board hereby adopts the procedure specified in Florida Statutes, section 120.57(3) for the resolution of bid protests subject to the following requirements and exceptions:

1. District Notice of Decision or Intended Decision
   a. The Notice of Intended Decision shall be electronically posted by the Purchasing Department.
   b. The District’s Notice of Intended Decision shall contain the following statement:

   "Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, Florida Statutes."

2. Notice of Protest
   a. Any person who is adversely affected by the agency decision or intended decision shall file with the Director of Purchasing as agent for the School Board a notice of protest in writing within 72 hours after the posting of the notice of decision or intended decision. With respect to a protest of the terms, conditions and specifications contained in a solicitation, including any provisions governing the method of ranking, bids, proposals or replies, awarding contracts, reserving of rights to further negotiations or modifying or amending any contracts the notice of protest shall be filed in writing within 72 hours after the receipt of notice of the project plans and specifications or intended project plans and specifications in an invitation to bid, invitation to negotiate, or request for proposals.
   b. The notice of protest must actually be received by the Purchasing Department before the 72 hour period expires. The 72 hour period excludes Saturdays, Sundays, holidays and all other days when the District office is closed. The 72 hour period is not extended by service of the notice of protest by mail.
   c. The notice of protest shall identify the procurement by solicitation number and title or any other language that will clearly enable the District to identify it; and it shall state the person intends to protest the decision.
   d. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under chapter 120, Florida Statutes.
e. The School Board may, in its discretion, waive any procedural irregularity or defect in procedures so long as any opposing party is not materially prejudiced by such waiver.

3. Formal Written Protest

The protester shall file a formal written protest within ten (10) days after the date the notice of protest is filed, excluding Saturdays, Sundays, holidays and all other days the District office is closed. The 10 day period for filing the formal written protest is not extended by service of the protest by mail. The formal written protest shall state with particularity the facts and law upon which the protest is based. Failure to file a formal written protest shall constitute a waiver of proceedings under chapter 120, Florida Statutes.

4. Staying the Procurement Process

Upon receipt of the formal written protest that has been timely filed, the School Board shall stop the solicitation or contract award process until the subject of the protest is resolved by final agency action, unless the School Board, sets forth in writing the particular facts and circumstances which require the continuance of the solicitation or contract award process without delay in order to avoid an immediate and serious danger to the public health, safety or welfare.

5. Posting the Bond

Any person who files a timely request for an administrative hearing shall post with the Director of Purchasing, a bond, payable to the School District of Volusia County, Florida, in an amount equal to one percent (1%) of the estimated total value of the contract; or $5,000.00, whichever is greater. The bond shall be conditioned on the payment of all costs, which may be adjudged against the protester in an administrative hearing in which the action is brought and in any subsequent appellate court procedures. If, after the completion of the administrative hearing process and any appellate court proceedings the school district prevails, then the school district shall recover all costs and charges which shall be included in the final order or judgment, including charges made by the division of administrative hearings, but excluding attorneys fees. Upon payment of such costs and charges by the protester, the bond shall be returned. If the protester prevails then the protester shall recover from the school district all costs and charges, which shall be included in the final order or judgment, excluding attorney’s fees.

6. Informal Resolution

The Director of Purchasing shall provide an opportunity to resolve the protest by mutual agreement between the parties within seven (7) days, excluding Saturdays, Sundays, holidays and all other days the District
office is closed, after receipt of the formal written protest. All affected parties shall be notified of the Notice of Protest.

7. Hearing

If the protest is not resolved informally the aggrieved party may file a formal written protest for an administrative hearing (if such request was not already included in the formal written protest). All procedures as delineated in Florida Statute 120.57(3) shall be followed.

E. The Notice of Intended Decisions shall be presented to the school board for approval before any monies are expended. The school board shall have the authority to reject any or all proposals submitted in response to any competitive solicitation and to request new proposals or to purchase the required commodities or contractual services in any other manner as authorized in this policy.

In acceptance of responses to competitive solicitations, the district may accept and award contracts to one or more responsive, responsible proposers in accordance with the selection criteria published in the solicitation. As an alternative, the School Board may also choose to award contracts to the lowest responsive, responsible bidder(s) as the primary awardee of a contract and to the next lowest responsive, responsible bidder(s) as alternate awardees from whom commodities or contractual services would be purchased should the primary awardee become unable to provide all the commodities or contractual services required by the district during the term of the contract. Nothing herein is meant to prevent multiple awards to the lowest responsive and responsible bidders when such multiple awards are clearly stated in the bid solicitation documents.

F. Integrity of the Award Process - Once a competitive solicitation is released, no bidder or individuals acting on behalf of the bidder shall lobby District personnel or School Board members.

Lobbying School Board members or District personnel may result in rejection/disqualification of said solicitations. For purposes of this policy, “lobbying” is defined as any action taken by an individual, firm, association, joint venture, partnership, syndicate, corporation and all other groups who seek to influence the governmental decision of a Board member or District personnel after the release of the solicitation and prior to time that an award recommendation is posted. Communications with the Purchasing Department regarding clarifications of solicitation terms, conditions, or specifications will not be considered as “lobbying”.

G. If identical low and best bids are submitted the following criteria shall be utilized to determine which vendor shall be recommended for the awarding of the bid.

1. Certification under Florida Statutes as a drug-free workplace.

2. In-county preference.
3. Company receiving larger dollar award of the bid.

4. Coin toss.

V. Exceptions to Competitive Solicitations

The District may waive the requirements for competitive quotes or solicitations for the purchase or acquisition of commodities and contractual services stated below, and/or in the following circumstances:

A. Educational Materials: educational services and any type of copyrighted materials including, without limitation, educational tests, textbooks, printed instructional materials, computer software, films, film strips, videotapes, dvds, disc or tape recordings, digital recordings, or similar audio-visual materials, and for library and reference books and printed library cards where such materials are purchased directly from the producer or publisher, the owner of the copyright, an exclusive agent within the state, a governmental agency or a recognized educational institution.

B. Emergency Purchases: The superintendent may dispense with requirements for competitive solicitations when he or she determines in writing that an immediate danger to the public health, safety, or welfare, or other substantial loss to the district requires emergency action. After the superintendent makes such a written determination, the district may proceed with the procurement of commodities or contractual services necessitated by the immediate danger, without competition. However, such emergency purchases shall be made by obtaining pricing information from at least two (2) prospective vendors, which must be retained in the contract file, unless the superintendent determines in writing that the time required to obtain pricing information will increase the immediate danger to the public health, safety, or welfare or other substantial loss to the district.

C. Funds Handled in Trust for Individuals: Purchases made from funds handled in trust for individuals, such as purchases of class jewelry, school annuals, cards, and invitations, insignia, caps and gowns, etc., are exempt from requirements relative to purchasing.

D. Gasoline and Diesel: In order to allow the school district to obtain the best prices available, the superintendent shall be authorized to enter into contracts for the purchase of gasoline and/or diesel fuel, and such contracts shall not require school board approval, provided the superintendent has given notice to the members of the school board. The board shall ratify the contract at the next regular meeting of the board.

E. Grants or State or Federal Agency Contracts: A contract for commodities or contractual services may be awarded without competitive solicitations if state or federal law, a grant or a state or federal agency contract prescribes with whom the district school board must contract or if the rate of payment is established during the appropriations process.
F. Information Technology Resources: The District when acquiring, whether by purchase, lease, lease with option to purchase, rental or otherwise, information technology as defined in section 282.0041(15), Florida Statutes, may make any acquisition through the competitive solicitation process as described herein or by direct negotiation and contract with a vendor or supplier, as best fits the needs of the district as determined by the school board.

G. Insurance and Risk Management: Except as otherwise required by statute, the school board when purchasing insurance, entering risk management programs, or contracting with third party administrators, may make any such acquisitions through the competitive solicitation process as described herein or by direct negotiations and contract.

H. No Response(s) Received From Solicitations: The requirements for requesting competitive solicitations for commodities and contractual services from three (3) or more sources is hereby waived, as authorized by section 1010.04(4)(a), Florida Statutes, and the superintendent may enter into negotiations with suppliers of such commodities and contractual services and shall have the authority to execute contracts with such vendors under whatever terms and conditions the District determines to be in its best interest, when the following conditions are met:

1. Competitive solicitations have been requested in the manner prescribed by this policy, and

2. The School Board has made a finding that no valid or acceptable firm proposal has been received within the prescribed time.

I. Purchases Under Other Contracts:

1. The District shall have the option to purchase under current contracts as may be established in which the purchasing agent for any public agency is authorized by law to make purchases for the benefit of other government agencies within the county at specified prices or below, if such purchase is to the economic advantage of the School Board, subject to the conformance of the items of purchase to the standards and specifications prescribed by the Superintendent.

2. The District may, in lieu of requesting competitive solicitations from three (3) or more sources, make purchases at or below the specified prices from contracts awarded by other city or county governmental agencies, other district school boards, community colleges, federal agencies, public or governmental agencies of any state, state university systems, or other cooperative agreements, when the proposer awarded a contract by another entity defined herein will permit purchases by the School Board at the same or better terms and conditions, and prices at or below those awarded in such contract, and such purchases would be to the economic advantage of the Board.
3. The District shall receive and give consideration to the prices available to it under rules of the Department of Management Services, Division of Purchasing. The district may use prices established by the Division of Purchasing through its state purchasing agreement price schedule with the same or better terms and conditions, for use by those imposed on state agencies.

J. Pool Purchases: Competitive solicitations are not required for purchases made through the pool purchase provisions of section 1006.27, Florida Statutes.

K. Food & Food Products, Except Milk: may be purchased without competitive solicitations. Milk may be exempt under the following conditions: (a) The district has made a finding that no valid or acceptable firm bid has been received within the prescribed time; or (b) The district has made a finding that an emergency situation exists and may enter into negotiations with suppliers of milk and shall have the authority to execute contracts under whatever terms and conditions as the board determines to be in the best interest of the school system. Procedures shall be established to assure that all food purchased conforms to the federal food, drug and cosmetic act, the federal meat inspection act, and the meat inspection law of Florida, and any other federal or state safeguards relating to wholesomeness of specific items being purchased.

L. Professional Services: which shall include, without limitation, artistic services; academic program reviews; lectures by individuals; auditing services not subject to section 218.391, Florida Statutes; legal services, including attorney, paralegal, expert witness, court reporting, appraisal or mediator services; and health services involving examination, diagnosis, treatment, prevention, medical consultation or administration.

M. Single Source Suppliers

1. Commodities or contractual services available only from a single source may be exempted from the competitive solicitation requirements when the school district believes that the commodities and contractual services are available only from a single source. The district shall electronically or otherwise publicly post a description of the commodities or contractual services sought for a minimum of seven (7) business days. The description must include a request that prospective vendors provide information regarding their ability to supply the commodities or contractual services described, and

2. If it is determined, in writing by the district, after reviewing any information received from prospective vendors, that the commodities or contractual services are available only from a single source, the district shall provide notice of its intended decision to enter a single source contract in the manner specified in section 120.57(3), Florida Statutes, and may negotiate on the best terms and conditions with the single source vendor.
N. Sole Proposals: If less than two (2) responsive proposals for commodity or contractual services are received, the district may negotiate on the best terms and conditions, or may elect to reject all proposals. The district shall document the reasons that negotiating terms and conditions with the sole proposer is in the best interest of the district in lieu of resoliciting proposals.

O. Utilities or Governmental Franchised Services: A contract for regulated utilities or government franchised services may be awarded without competitive solicitations.

VI. Small Business Opportunity

The purchasing department will actively recruit small businesses capable of supplying the goods and services necessary to operate our school system. The school board will publish on its Purchasing website a Vendor’s Guide outlining the procedures by which to become a qualified bidder and the prerequisites for placement on the bidder mailing list. The Purchasing Department will initiate or participate in seminars and training sessions to familiarize small business owners with school board purchasing policies and procedures. These programs will provide opportunity for and encourage small businesses to participate in the district-purchasing program.

VII. Conflict of Interest

The provisions of F.S. 112.313 shall apply regarding conflict of interest. Any violation of these provisions by a school board employee may be grounds for disciplinary action.

Legal Authority:
Section 1001.41(2), Florida Statutes

Laws Implemented:
Sections 1001.43(2), 1001.42(12)(j), 120.53(5) 120.57(l), 255.04, 287.057, 287.073(4) 287.087, Florida Statutes
State Board of Education Rules, 6A-1.012, 6A-1.013, 6A-1.091, 6A-7.042(5)(g), Florida Administrative Code

References:
(Food Services Manual)
(Purchasing Manual)
(Purchasing Card Manual)

History:
(Adopted -- December 17, 1974)
(Revised -- September 14, 1982; August 23, 1988; October 24, 1989; April 26, 1994; April 8, 1997; April 14, 1998; January 13, 2004; July 28, 2009)
(Effective Date -- July 28, 2009)

For more information you may visit the Purchasing Department website
Section I – Furniture & Equipment - Continued

Section I - D  Final Master Furniture & Equipment List – The Sign-Off Phase

After many weeks of adding to and deleting from the core equipment and furniture list, you will be asked to sign-off on the new master furniture and equipment spreadsheet that has been developed for your school project. At this point we move to the budget approval phase so that we can begin placing orders for items listed on the master spreadsheet. After Budget has given approval for the release of purchase orders, no additional items can be added to the master spreadsheet without prior review and approval by Budget and if the requested additions are significant, other administrative approvals may also be required.

Purchasing uses your master spreadsheet in a number of ways.

First, we use it to sort by commodities (items), so the Buyers can determine which items will require a bid and/or quote per district Purchasing Policy 702.

Second, the list is used to issue and release purchase orders to the selected vendors with an estimated delivery date to your new school. (Usually this is the substantial completion date set by Facilities.)

Third, the master list is used as a receipting tool for your staff to accept deliveries being made to your school. (See Section V for Receiving Details)

Fourth – It is used to track estimated costs to actual dollars spent to determine if we are over-or-under our budgeted projections. A summary by subject area is also maintained for a quick picture of the dollars allocated by area for comparison purposes to other school projects.

A SAMPLE MASTER LISTING IS PROVIDED FROM THE LAST SIMILAR SCHOOL SO YOU CAN GET AN IDEA OF WHAT THIS DOCUMENT LOOKS LIKE, AND HOW IT WILL BE USED TO TRACK THE EXPENDITURES BEING MADE FOR YOUR PARTICULAR SCHOOL PROJECT.
SECTION II PERSONNEL

Section II – A Job Description - Receiving Clerk

We cannot emphasize enough the importance of having the right person for this position. Attention to detail, organizational skills, capability of delegating work, and excellent people handling skills are all-important characteristics this person should possess.

On a daily basis, your receiving clerk may be dealing with sales people, installers and setup crews, delivery drivers, people on our purchasing staff, and other school based staff. They must be able to prioritize their work so their complete attention can be given to the task at hand. They will be required to handle two or more deliveries at one time while keeping themselves busy on the slow or no delivery days. They must be self-motivated to complete this task. Just as important, they must know when and who to ask for assistance when it is needed.

This should be a full-time job for a brand new school, and no other responsibilities should be given to this individual until the school is ready to open. They will need to spend the majority of their time in the main delivery area, being responsible for the stored items while receiving new deliveries. The principal must be available to give additional support to the receiving clerk when necessary or to assign others to give help to this function when required.

They will need a cell phone (provided by MIS, see Section VI, page 27); tables and chairs, which are delivered by the warehouse; and access to a copy machine for receiving paperwork. Purchasing can arrange for a desktop copier if needed during the receiving process if no other copier is available. Please contact Kathy Pletcher at extension 20587. Kathy is the purchasing department’s buyer for copy machines.

A job description for the Receiving Clerk position is shown on the following pages.
TITLE: RECEIVING CLERK FOR NEW SCHOOL & RENOVATION PROJECTS

REPORTS TO: ASSIGNED PRINCIPAL

SUPERVISES: SUPPORT STAFF

QUALIFICATIONS: High School Graduate

PERFORMANCE RESPONSIBILITIES:

- Ensure proper receipt and documentation of all deliveries within a timely manner.
- Accurately count items and ensures each item is the proper brand, size, color as listed on purchase order.
- Accurately package and label items to proper building/room number within school.
- **Report any visible damages within a 48 hour period** and concealed damage as soon as possible.
- Abide by Volusia County School District safety rules and standards.
- Ensure safe and proper storage of delivered items.
- Operate material handling equipment, in a safe manner.
- Have the ability to assemble items per manufacturer instructions.
- Have the ability to take an accurate inventory of distributed items.
- Have knowledge of the Volusia County School District Inventory tagging procedures.
- Assist in daily unloading of delivery vehicles.
- Report any unsafe conditions to immediate supervisor.
- Maintain a clean work environment.
- Be available to work flexible hours to respond to delivery needs.
- Have the ability to supervise support staff in receiving and distributing furniture and equipment items and to ensure they are delivered to the proper room or location at the school.
- Be responsible for the security of all receipted furniture and equipment against theft or damage – both in the designated storage area and after delivery to the classroom or offices.
- Ensure all district owned delivery equipment is accounted for on a daily basis and maintained in good operating condition (hand trucks, etc.).
- Have the ability to accurately process delivery receipting documents from receipt of item to submitting completed shipping documentation to Purchasing for payment. This must be handled in a timely manner.
- Have the ability to segregate damaged items and abide by proper procedures for reporting such damage to ensure items are replaced in a timely manner.
PERFORMANCE RESPONSIBILITIES - Continued:

- Have the ability to work with vendor and vendor installation crews to ensure that all vendor installations are completed in a timely manner.
- Ensure all equipment and furniture packing materials are properly disposed of to maintain a clean and orderly environment.
- Ensure delivery companies fulfill all delivery requirements according to their contract.

REQUIRED SKILLS:

- Ability to work with minimal supervision.
- Ability to perform job duties in a fast and accurate manner.
- Ability to read and understand shipping and receiving documents.
- Ability to maintain accurate records.
- Ability to work in a high heat/humidity environment and/or cold areas for short periods of time.

ENVIRONMENTAL CONDITIONS:

- Predominately indoor work.

ESSENTIAL PHYSICAL SKILLS:

- Ability to bend, stoop, twist and stand for extended periods of time.
- Acceptable eyesight (with or without corrections).
- Acceptable hearing (with or without corrections).
- Ability to communicate both orally and in writing.
- Ability to access file cabinet for filing and retrieval of data.
- Physically able to lift and carry weight up to 20-25 pounds.
SECTION II PERSONNEL - Continued

Section II – B  TRAINING FOR RECEIVING CLERK

Once the person who will handle this function has been determined, the Purchasing Department will provide training and a copy of the master equipment list for the clerk, so that they understand how to store and distribute the furniture and equipment being delivered. *We provide support and assistance to this person throughout the project to help them with any issues or questions they may have regarding the receipting and safe keeping of goods delivered to the new school.*

The Purchasing Department will also have a clerk in our department assigned to every capital project who will work very closely with the school based receiving clerk. Copies of purchase orders and delivery notices will be provided to the school so they will know what items have been ordered and approximately when they will be delivered. The school clerk will check in each delivery against the items on the purchase orders. The clerk will use the master equipment list to determine where any given piece of equipment will be placed. The equipment list gives a building and room number for every item being bought for the new school.

*Communication between the school and the Purchasing Department will determine the success of this critical phase of putting together your new school.*

Section II – C  Use of Custodial Support during the Project

The custodial staff hired for the school should be available to help unload trucks and to move items into the staging area – usually the cafeteria/multi-purpose room. Additional custodians may be temporarily assigned to the site, after substantial completion, to assist with the deliveries. The construction project manager will employ a sub-contractor to prep the vinyl composite tile (VCT) and lay the floor finish and comply with the procedures and standards of the Custodial Services Department. After the buildings have been released to the school, the custodians will assist in assembling the furniture and move it into the individual rooms. After the furniture has been placed in a room and the district has replaced the construction door locks, custodians can then begin to distribute the equipment items from the staging area to the assigned rooms. *No equipment items are to be moved into a room until the furniture has been placed. The vendor doing the furniture installation is not going to move boxes out of the way to place the furniture in the room.*

The district’s custodial management team has provided information for this handbook pertaining to timetables for hiring your custodial staff, training requirements and typical duties assigned to your custodial staff to facilitate the initial preparation of your new school buildings.
Section II – C Use of Custodial Support during the Project - Continued

The Following Information is from the District’s Custodial Management Staff:

Head Custodian

The head custodian position should be advertised and filled within four months of the completion of the project and the opening of the new facility if at all possible. The first task will be to secure an area for the needed custodial supplies and equipment.

The head custodian will work with the principal and the Facilities Services’ project manager in order to prepare a schedule for vinyl composite tile (VCT) floor preparations and finishing. The head custodian will also prepare an area to receive furniture, books, and equipment deliveries, which is usually the cafeteria/multi-purpose room.

Additional Custodial Staff Positions for New Schools

Additional custodial staff positions should be advertised and filled as follows:

HIGH SCHOOLS – Four eight-hour custodial positions should be advertised and filled within three (3) months of the opening of the school if the laying of the VTC has been completed. These four positions should include the shift leader position.

Four additional eight-hour custodial positions should be advertised and filled within two (2) months of the opening of the new school – again, depending if the VTC project has been completed.

The full custodial staff should be in place within one (1) month of the opening of the school.

MIDDLE SCHOOLS – Three eight-hour custodial positions should be advertised and filled within two (2) months of the opening of the new school. These three positions should include the shift leader position.

Three additional eight-hour custodial positions should be advertised and filled within one (1) month of the opening of the new school only if the VTC project has been completed.

The full custodial staff should be in place within one (1) month of the opening of the school.

ELEMENTARY SCHOOLS – Two eight-hour custodial positions should be advertised and filled within two (2) months of the opening of the school.

Two additional eight-hour positions should be advertised and filled within one (1) month of the projected opening of the school.

The full custodial staff should be in place within one (1) month of the opening of the school.
Section II – C  Use of Custodial Support during the Project - Continued

General Custodian Information
All members of the new school’s custodial staff will be required to attend the district’s three-day Custodial Training Academy. The only exception to this requirement will be that the custodian has previously attended and successfully completed the training academy.

The primary responsibility of the custodial staff members employed at the new school site, prior to its opening, are as follows:

- Assist in the unloading of furniture and equipment

- Other duties as assigned by the principal and head custodian, as they deem necessary, to have the school ready for its opening date.

- The custodians are not responsible for keeping an inventory log of all the supplies, furniture, materials, etc., received at the facility.

The custodial staff’s work schedule at the new school prior it its opening date will be established by the principal, but usually it is 7:00 A.M. – 3:30 P.M. Once the facility is in operation, the custodial schedules will change with some members being assigned to work the second shift.

SECTION II – D  ASSEMBLE / DELIVER & SET- IN PLACE ITEMS

Outside vendors will be responsible for most of the assembly, delivery and setup of administrative and classroom furniture and for large equipment such as maps, playground equipment, classroom furniture, etc., in the respective classrooms and offices of the new school. The Purchasing staff will notify you and your school which deliveries come “set in place” and which deliveries will require your staff to put the items together and/or the cartons in the designated locations.

Please make sure that your custodial staff does not unload trucks that a vendor has been paid to unload. Truck drivers will request your aid - and some may even tell you it is YOUR JOB to unload the semi-truck - but they have already been paid to do this. If the driver refuses to unload their truck, call the Purchasing Department and we will contact their supervisor. If the truck is not “inside delivery”, we must unload the truck as quickly as possible so they can get back on the road.

Some items such as file cabinets, bookcases, and storage cabinets will require custodial support to deliver and set in place throughout the school. These items are delivered as “inside delivery” to one central location.

CALL PURCHASING IF YOU HAVE A QUESTION.
SECTION III PURCHASING

Section III – A Purchasing Functions and Contacts

The director and supervisor of the Purchasing Department function as Project Managers to give you one person to contact for any questions or concerns related to furnishing and equipping your school. If that person is not available, the Purchasing Department’s buyers can often answer your questions related to their specific commodities and areas of expertise. Our support staff will work very closely with your school staff during the receiving of deliveries, handling of discrepancies, and paying of invoices.

We can be reached at the following extensions or send us an email. We will be happy to answer any of your questions and/or to help solve any pending issues that may arise.

Ext. 20577 Tom Sims, Director of Purchasing and Warehousing Services
Ext. 20585 Gary Hopkins, Supervisor Purchasing Department

**BUYERS**

- Ext. 20584 Augie Buckley
- Ext. 20588 Rosette Jones

**SUPPORT STAFF**

- Ext. 20583 Cheryl Forsythe
- Ext. 20575 Debby Harnett
- Ext. 20589 Stacey Wolcott

The following shows a listing of the MAJOR commodities assigned to our buyers.

**Augie Buckley, Ext. 20584**

- Building & Hardware Supplies, Carpentry
- Computers & Software
- Custodial Equipment
- Fire Equipment, Alarms, Maintenance Repairs
- Identification Systems
- Materials Handling Equipment
- Radios
- Tools Hand/Power

**Rosette Jones, Ext. 20588**

- Agriculture Equipment & Supplies
- Appliances
- Art Equipment
- A/V Equipment & Supplies
- Books, Library Equipment & Supplies
- Classroom and Office Supplies
- Clinic and First Aid, Equipment and Supplies
- Food Service Equipment
- Furniture
- Golf Carts & Service
- Maps and Globes
- Musical Instruments
- PE & Playground Equipment
- Stage Curtains
- Science Equipment
- Sporting & Athletic Equipment

**Gary Hopkins, Ext. 20585**

- Batteries
- Copiers and Supplies
- Facsimile, Equipment and Supplies
- Locks, Lockers, Locking Systems
- Office Equipment
- Security and Safety Devices
- Uniforms, All Types
Section III – B MOVING IN TEACHERS AND STAFF

The district will assist in moving the teacher’s classroom materials from their current school to the new facility. Given enough lead-time, we can provide suitable cardboard boxes for staff to pack their belongings. Teachers must pack their own boxes and move their personal items. Neither the movers, nor district staff, will be responsible for any personal items that are lost or broken in the move.

Most of the time teachers choose not to wait for our warehouse staff to move them into their new classrooms. They move the items themselves as soon as they are assigned a classroom.

Teachers and staff should be discouraged from bringing any old furniture and equipment into a new facility unless it is approved by the Principal. The District may choose to equip the new facility with new or usable used furniture (if available) whichever is in the best interest for the District. This is a great opportunity to have your staff clean out their personal and curriculum related items for a fresh start at their new school.

We also ask your staff to minimize the number of personal photos collectibles, and such that is kept on book shelves. One shelf should be sufficient to display such personal mementos. We do not purchase bookcases for displaying these types of items.

As a reminder to your staff – once the master spreadsheet has been approved and items ordered teachers do not have the authority to contact vendors about returning items or to request a different item be ordered for their classroom. A district specialist and the principal of the school have approved each and every item to be used in the teaching of curriculum for the school and cannot be changed because of a personal preference of a single teacher.

Section III – C Supply Items – Non Capital Items

One of the items that cannot be purchased out of construction funds is supply items. A supply item is considered any article or material that meets any one or more of the following conditions.

1. It is consumed in use.
2. It loses its original shape or appearance with use.
3. It is expendable, that is, if the article or material is damaged or some of its parts are lost or worn out, it is usually more feasible to replace it with an entirely new unit rather than repair it.
4. It is an inexpensive item, having characteristics of equipment, whose small unit cost makes it inadvisable to capitalize the item.
5. It loses its identity through incorporation into a different or more complex unit or substance.
6. Has a life expectancy of one year or less.
ORTHONOMIC:  Home Economics, ESE Classrooms, Clinic, School Way Café, and Science Labs are allowed to purchase appliances for student/curriculum-based use out of construction funds. However, **appliances cannot be purchased using construction funds for such areas as employee or teacher’s lounges, conference rooms, and/or for other administrative functions.**

**Section III – D**  FINAL STAGE – WALK-THROUGH APPROVED ADDITIONAL ITEMS AND RESOLUTION OF DAMAGED GOODS.

**Furniture Walk-Through** – After vendors have installed and set in place the classroom and administrative furniture, the Purchasing Department will perform a walk-through by building, by room with the vendor’s representative to verify that the furniture has been correctly assembled, is damage free, and that the proper items and quantities have been placed in the designated areas. If during the walk-through there are items that are damaged or unacceptable, the Purchasing Department will notify the vendor to make arrangements for replacement items to be delivered to the school.

**Additional Items Required (if any)** – Sometimes at the end of a new school project there will be some items that are necessary to the opening of the school, but were inadvertently left off of the master list, such as outside door mats, etc. This may be due to oversight, or to some unforeseen change to the planned curriculum, and/or to the use of a particular room in the school. Purchasing will work closely with Budget, the principal and when required the area superintendent for the school, to get approval for any last minute orders that need to be placed. **Our goal is to complete the project within budget and on time.**
SECTION III PURCHASING - Continued

Section III – D  FINAL STAGE – WALK THROUGH, APPROVED ADDITIONAL ITEMS AND RESOLUTION OF DAMAGED GOODS - Continued

Final Stage – End of Project - Resolution of Damaged Goods

The last phase of furnishing and equipping a new school is to follow-up on all of the dangling items such as returned goods, late deliveries, outstanding invoices, etc. The purchasing clerk will go through the entire master spreadsheet to determine what items have not been delivered and/or paid. If there are any outstanding payments to be made the purchasing clerk may contact the school requesting documentation to verify that items have been received so we can pay the vendor. The school principal, or designee, and the purchasing project manager will work together to determine what is left to do and how to resolve any pending issues.

Remember the time to deal with any issues regarding quality problems or other outstanding issue for items received by the school is NOW. Please make sure that your school personnel have checked each piece of equipment to make sure that it works. If you put the items in a closet or on a shelf for months and do not notify us until after the warranty has expired, there is no recourse back to the vendor. Most vendors are very happy to replace items that are requested in a timely manner from the date of delivery. However, the vendor’s responsibility ends with the expiration of the warranty and/or after a reasonable amount of time.

Section III – E  Vendor Relations & Site Visits to your School

If you allow a vendor to tour your campus or to give you a “quote” for their products, you must also give ANY OTHER vendor who asks to have access to your school the same courtesy. You need to refer all vendors to the Purchasing Department and let us deal with the sales representatives – that is our job. We do not want to incur any liability to the district of a vendor bid protest for giving, or having given the appearance of, one vendor being given preference over another vendor.

Vendors can reach us at:

Purchasing Department
200 North Clara Avenue
2nd Floor – Brewster Building
DeLand, Florida 32720
(386) 734-7190 Ext. 20575

School based personnel are not to contact vendors directly to ask that an item purchased for their school be “swapped out” for a different item, or to ask that a credit be given so they may buy something else from a different vendor for the same amount of money. The Purchasing Department is the only one authorized to modify a district issued purchase order.
SECTION III PURCHASING - Continued

Section III - F DISTRICT PURCHASING CARD PROGRAM

The district has implemented a VISA purchasing card program to purchase routine materials and supplies for school district related purchases. **The school district purchasing cards are not to be used for personal use.** The Purchasing Department issues all County and Internal Account cards and serves as the Purchasing Card Administrators for this program.

Principals act as the custodians of cards issued at their request for their school. Custodial responsibilities for the management of the purchasing cards include setting individual spending limits within the established guidelines, approving all expenditures made on the cards, reconciliation of monthly billing statements, collecting cards from terminated or transferred employees, and for notifying the Purchasing Department of any lost, stolen, and/or misuse of cards issued to your school.

A principal opening a new school may request a card to be issued in their name to be used while the school is under construction. Since you will not have access to office supplies or other items during this interim period, the card can be used for the purpose of buying incidental items such as pens, writing tablets, markers, etc. After the budget accounts for the new school are established, a small amount of money (start-up funds) will be made available to you though the budget department. After this fund is established, you may make charges on your district card as long as you have the funds to cover the charges being made. **Remember: NO INVENTORY ITEMS MAY BE PURCHASED USING THE PURCHASING CARDS** (any item which costs $750.00 or more).

The Purchasing Department will assist you in the monthly reconciliation of your purchasing card statement until your clerical staff has been hired and trained. You must have a valid receipt for each charge that shows the description and price of every item purchased. The receipts must be sent to the Purchasing Department in timely manner. The RESOLVE system is used to reconcile the monthly statements. Finance will provide the training for this system.

**Just prior to the opening of your school, you may request additional purchasing cards.**
SECTION IV PAPERWORK

Section IV - MASTER LIST & VENDOR FOLDERS

The master list is a detailed spreadsheet of approved furniture and equipment that will be purchased for your school. This document will be the main source of information for the receiving clerk to use when the trucks start arriving with deliveries. It consists of the building and room number (where it will go in the school), an area description (art, music, administration, etc.), an item description of what is being bought, the quantity, unit and total cost, the vendor, and the brand and model number of the item being purchased.

The master list will be used as a reference tool to locate the vendor’s purchase order when the receiving clerk is checking in items against packing lists provided with the shipment at the time the delivery is made. The Purchasing Department will provide manila folders labeled with the vendors name, and/or miscellaneous alpha folders that contain copies of all purchase orders issued for your project so the receiving clerk can easily locate the purchase order needed for each delivery.

Section IV - B SAMPLE DOCUMENTS - Purchase Orders, Warehouse Requisitions, Receiving Documents

After the master list has been signed-off by the principal and approved by Budget, purchase orders and/or warehouse requisitions will be prepared by the Purchasing Department for the items on the list. The school will get a copy of each purchase order released to be used when the goods are delivered to the school. If a requisition is entered for items that will be delivered by our Volusia County Schools’ warehouse, you will receive a copy of the requisition, and picking list in place of a packing list.

Your school personnel should become familiar with the layout of the purchase orders. The column headings are shown in the shaded area of the purchase order and it is important that your receiving staff matches the delivery quantities to the purchase order quantities and to the packing slips that are contained in the shipping cartons. There is a description of each item being ordered and a Vendor Item Number on the PO that should match up to the vendor’s description and/or Item Number. If you are short items and/or over any items at the time of delivery, which are not marked as “back-ordered”, please contact our office so we can notify the vendor.

If you have any trouble matching up the items delivered to a PO, please make a note of it and call us so we can help you decipher what you have received, and which item(s) it is on the PO.

Document samples contained in this section include:

1. Purchase Order
2. VCS Warehouse Requisition
3. VCS Warehouse Picking List
4. Vendor Packing List
5. Vendor’s Invoice
6. Direct Shipment from Manufacturer

Revised: 9/09
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## VCS Warehouse Picking List

### SAMPLE

**Site:** VCS  
**Stockroom:** WHSE  
**Facility ID:**  
**Route #:** E3  
**Requested By:** GHOPKINS  
**Picklist Date:** 7/8/2009  
**Requisition:** R0000238627  
**Ship To:** CHAMPION ELEMENTARY SCHOOL  
921 TOURNAMENT DRIVE  
DAYTONA BEACH, FL 32124

**Deliver To:** CHAMPION ELEMENTARY SCHOOL  
**Project Entity ID:**

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**Total for Picklist #208985:** 14 detail records  
**TOTAL:** $1,268.74

### BACKORDERS:

**Picked By:**  
**Delivered By:**  
**Number of Boxes:**  
**Received By:**  

**Wednesday, July 08, 2009**
Shipping and Billing Instructions: Ship prepaid to address indicated. Correct Purchase order and item number must appear on all packages, invoices, shipping papers and correspondence. Packing slips must accompany all shipments. Invoices must be itemized in the same order as shown on the purchase order. Send invoice to: The School Board of Volusia County, Attention: Finance Department, P.O. Box 2118 DeLand, FL 32721-2118.

All vendors visiting our campuses shall be in compliance with House Bill 1877, The Jessica Lunsford Act, effective September 1, 2005.

REFER ALL INQUIRIES TO:

Name: Kathlyn Fletcher  Phone #: (386) 734-7190 Ext: 20587

<table>
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<tr>
<th>Line Number</th>
<th>Vendor Item Number</th>
<th>Description</th>
<th>Item Number</th>
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<th>Schedule Quantity</th>
<th>U.O.M.</th>
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---Purchase Order Contains 2 Pages---
Shipment and Billing Instructions: Ship prepaid to address indicated. Correct purchase order and item number must appear on all packages, invoices, shipping papers and correspondence. Packing slips must accompany all shipments. Invoices must be itemized in the same order as shown on the purchase order. Send invoice to:
The School Board of Volusia County, Attention: Finance Department, P.O. Box 2118 Deland, FL 32721-2118.

All vendors visiting our campuses shall be in compliance with House Bill 1877, The Jessica Lunsford Act, effective September 1, 2005.

<table>
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<tr>
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PO Amount: $412.48

Comments:
QUOTE #1035-4546

BID/CONTRACT NO.: 2PL-804KP - PE & FITNESS EQUIPT - ELEM "Y" & MIDDLE "DD"
DELIVERY SHALL BE THE WEEK OF JULY 6, 2009. NEW CONSTRUCTION DELIVERIES MAY VARY DEPENDING UPON COMPLETION. VENDOR WILL BE NOTIFIED OF ANY CHANGES IMMEDIATELY.
DOR MUST NOTIFY KATHY PLETCHER 72 HOURS PRIOR TO SHIPPING TO VERIFY SPACE IS AVAILABLE

SALES TAX EXEMPTION NUMBER: 85-8012622388C-5

Authorized Signature

---Purchase Order Contains 2 Pages---
06/08/2009  KATHY PLETCHER  10354546  P0000154276

SOLD TO
VOLUSIA COUNTY SCH DIST
PO BOX 2118
DELAND, FL 32721-2118

SHIP TO
CHAMPION ELEMENTARY SCHOOL
921 TOURNAMENT DR
DAYTONA BEACH, FL 32124

FOR INTERNAL USE ONLY
07/02/09  07:27
5477
401829.0642

ORDER #  PICK #  CONTAINER #  SHIP VIA:
8389735-001  3329184  07670268  PEDEX GROUND

SBX110

SPECIAL INSTRUCTIONS / ORDER NOTES

BIN LOCATION  PART CODE  DESCRIPTION  U/M  QTY.  INITIALS
R-060708D2  N4813  RUBBER DECK RINGS PK/12  EA  3
5-062507F  N6185001  ECONOMY SCOOTER 12X16 YE  EA
7-063308C2  N4286  DBL DUTCH SPEED ROPE 14FT /PR  EA

SPECIAL MESSAGES
You are one of our select VIP Accounts.
Thank you for choosing S&S. We truly value your business and want to hear from you if you are not 100% satisfied at HyandAdam@ssww.com. We promise to make you Happy!

THANK YOU FOR YOUR ORDER

ORDER # 8389735-001

S&S Worldwide
ATTENTION: RETURNS
75 MILL ST
COLCHESTER, CT 06415

FOR RETURN AND EXCHANGE INFORMATION PLEASE REFER TO BACK
<table>
<thead>
<tr>
<th>BIN LOCATION</th>
<th>PART CODE</th>
<th>DESCRIPTION</th>
<th>U/M</th>
<th>QTY</th>
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<tr>
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<td>W5316</td>
<td>BULLEYE TARGET TOSS</td>
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<td>X-068501B1</td>
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<td>068501C1</td>
<td>W8108</td>
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<td>068501C3</td>
<td>9999999957</td>
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<tr>
<td>068501D7</td>
<td>F64</td>
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<tr>
<td>068501D8</td>
<td>CAS2036487</td>
<td>2009 CLEARANCE CLF (FREE FLYER)</td>
<td>EA</td>
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<tr>
<td>068501E5</td>
<td>CAS2036490</td>
<td>2009 BEST SELLER CPC (FREE FLYER)</td>
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<td>W6185001</td>
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<tr>
<td></td>
<td>W1321</td>
<td>FOXTAIL + FOXTAIL BOOK</td>
<td>EA</td>
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</tr>
</tbody>
</table>

SPECIAL MESSAGES

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THANK YOU FOR YOUR ORDER

ORDER # 8389735-001

S&S Worldwide

ATTENTION: RETURNS

75 MILL ST

COLCHESTER, CT 06415
**ORIGINAL INVOICE**

**Date** | **Account Number** | **Terms** | **Invoice Number**
--- | --- | --- | ---
07/02/2009 | 10354546 | NET 30 DAYS | 6317690

---

**Our purpose is to improve the social fabric by helping people play and learn.**

**SHIP TO:**

CHAMPION ELEMENTARY SCHOOL  
921 TOURNAMENT DR  
DAYTONA BEACH, FL 32124

---

**SOLD TO:**

VOLUSIA COUNTY SCH DIST  
FINANCE DEPARTMENT  
PO BOX 2118  
DELAND, FL 32712-2118

---

**SOLD TO:**

VOLUSIA COUNTY SCH DIST  
FINANCE DEPARTMENT  
PO BOX 2118  
DELAND, FL 32721-2118

---

**FINANCE DEPT.**

**JUL 1 3 2009**

**RECEIVED**  
**V.C.S.B.**

---

**Item Number** | **Description** | **U/M** | **Qty. Ord.** | **Shipped** | **Qty. R.O.** | **Unit Price** | **Total Sales**
--- | --- | --- | --- | --- | --- | --- | ---
SMLW5316 | BULLSEYE TARGET TOSS | EA | 2 | 2 | 0 | 11.640 | 23.28
SMLW2370 | CAGEBALL & BLADDER 36IN | EA | 3 | 3 | 0 | 23.200 | 69.60
SMLW4813 | RUBBER DECK RINGS PK/12 | EA | 3 | 3 | 0 | 9.900 | 29.70
SMLW1321 | FOXTAIL + FOXTAIL BOOK | EA | 1 | 1 | 0 | **Backorder**
SMLW4954 | BOUNDAROS 30X13X13IN PK/6 | EA | 1 | 1 | 0 | 26.760 | 26.76
SMLW4286 | DBL DUTCH SPEED ROPE 14FT /PR | EA | 10 | 10 | 0 | 1.900 | 19.00
SMLW3524 | WALL MOUNT JUMPROPE RACK | EA | 2 | 2 | 0 | 12.960 | 25.92
SMLW6277 | SOFTIE POLO BL/YE PK/12 | EA | 1 | 1 | 0 | 58.170 | 58.17
SMLW6185001 | ECONOMY SCOOTER 12X16 YR | EA | 25 | 25 | 0 | 6.070 | 151.75

---

**NOT ALL ITEMS HAVE BEEN SHIPPED. REMAINING ITEMS WILL BE INVOICED WHEN SHIPPED. YOUR ORDER IS STILL OPEN.**

---

**Local Sales** | **Freight** | **Sales Tax** | **Other** | **Invoice Total**
--- | --- | --- | --- | ---
$403.68 | $0.00 | $0.00 | $0.00 | $403.68

---

**PLEASE DO NOT FOLD OR STAPLE**

All claims must be made within 5 days after receipt of goods.

---

**S&S Worldwide**

**SOLD TO:**

VOLUSIA COUNTY SCH DIST  
FINANCE DEPARTMENT  
PO BOX 2118  
DELAND, FL 32721-2118

---

**REMIT TO:**

S & S WORLDWIDE, INC.  
ACCOUNTS RECEIVABLE  
P.O. BOX 210  
HARTFORD, CT 06141-0210

---

**000000403631035454663176906**

---

**MAI sswvnwv**

(CSPS4317001.00000314.0000)
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<th>WAREHOUSE LOCATION</th>
<th>PO NUMBER</th>
<th>QUANTITY</th>
<th>ITEM NUMBER</th>
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<td>1</td>
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<td>LE89</td>
<td>W385172TC</td>
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<td>1138340</td>
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</tbody>
</table>

**Packing List**

**Connell Selmer, Inc.**

2806 Mason Street
MONROE, NC 28110

**Champion Elementary School**

PO#0000154111
921 Tournament Dr.
DAYTONA BEACH, FL 32124

P.O. W385172TC
SECTION IV  PAPERWORK - Continued

Section IV - C  Payments to Vendors

The Purchasing Department is responsible for seeing that all invoices against PO’s issued for the new school project are receipted in SmartStream and paid in a timely manner after delivery and acceptance. No invoice will be paid until Purchasing has received the paper work from the school indicating they have received the items.

INVOICES
Finance will provide an on-line or paper copy of all invoices related to the construction project to the Purchasing Department for review.

Once the packing slip, PO and invoice are received, the Purchasing Department will compare the two documents to the purchase order. We will verify that all items have been received at the school, and that the price being charged by the vendor on the invoice is the same as the price on the PO. If there are any discrepancies the Purchasing Department will contact the vendor to ask for a corrected invoice or will enter a change order to the PO, if required.

If everything is correct on the documents Purchasing will receipt the purchase order in the SmartStream computer system. Finance will enter the invoice into SmartStream and payment will be made to the vendor.

VENDOR QUESTIONS REGARDING PAYMENT
If a vendor contacts the school regarding payment please refer them to the Purchasing Department. School based personnel are not to contact vendors directly. If there is an issue that needs to be resolved the Purchasing Department will deal with the vendors to solve any problems or address any concerns that may arise.

Section IV - D  Warranties

Some of the items ordered for your new school will come with a product warranty. Either the warranty is implied, or there may be a warranty card shipped with the product. If it is necessary for a warranty card to be filled out, it is the school’s responsibility to complete the information and send it in to the vendor so the item will be registered with the vendor and/or manufacturer. Many vendors now have an on-line registration for warranties for fast and easy filing (be sure to print down a copy if you enter it on-line). It is up to the principal to designate a person to complete this task and to keep the information available at the school for future use.

DO NOT SEND THE WARRANTY CARDS TO THE PURCHASING DEPARTMENT. KEEP THEM AT YOUR SCHOOL FOR FUTURE USE.
SECTION V RECEIVING

Section V - A Receiving Setup Area - Getting Started

BEFORE THE BIG DAY IS HERE:

Usually, UPS will attempt to deliver a few boxes early – prior to the date given on the purchase order. If a school is not set up to accept these shipments, they should be refused and told to come back AFTER the established delivery date is here. If any of your staff accepts these early shipments and you don’t have a designated secure place to store the item(s) at the new school site, the principal will have to take them to his/her temporary location, store them there, and then bring them back to the school when you have a place to put them, or worse, they may get lost before the school even opens. If a principal or other school district employee signs for any item – we own it and have to pay for it.

THE BIG DAY IS FINALLY HERE:

When the designated building is ready for you to start accepting deliveries, the Warehouse will bring you tables and chairs to be used as a temporary “office” to do your paperwork. Since school based personnel often are the first to know when deliveries may begin, please contact your Purchasing Department Project Manager with your actual move-in date once Facilities contacts you. One of the first deliveries to be made will be your material handling equipment. This equipment will be vital to your custodians in moving cartons to-and-from areas in the receiving zone. (See Section V - B Material Handling Equipment, Page 21.)

Other items you will need to have on hand for taking receipt of goods are pens, large black markers to mark cartons with the room numbers, highlighters to mark off the ‘received’ lines on the on the purchase orders, writing tablets, box cutters, scissors, painters masking tape (to put on floors for storing areas), scotch tape, strapping tape to re-seal cartons, stapler and staples. These items are to be purchased by the principal out of his startup funds provided by the Budget Office. If you have requested a purchasing card (see Page 17) it can be used to purchase these supply items from a local store or you can purchase some of these items from the Warehouse.

As mentioned before, it is a huge task to track and keep up with literally hundreds of boxes of furniture and equipment being delivered. Your receiving clerk will need the support of all of us to help organize and maintain a sense of structure to the receiving area as deliveries are being made. It is very important that everyone who will be helping understands the procedures and handles the receiving tasks in the same way.

The receiving clerk will need access to a cell phone and a battery charger in order to communicate with school and district staff when necessary during the delivery period. See CELL PHONES (Section VI, Page 27) of this handbook for further information.
SECTION V – B  Material Handling Equipment

The material handling equipment that will be necessary for receiving shipments and distributing items to classrooms will be ordered by the Purchasing Department prior to the expected beginning delivery dates for the school. The materials handling equipment will consist of such things as hand trucks and dollies. The items will be shipped to the Warehouse & Distribution Department and brought to the site by one of the district warehouse delivery trucks when the school is ready to begin accepting vendor deliveries.

Your custodian and receiving personnel need to be very careful about lending out this equipment to outside trucking company employees, contractors, and/or sub-contractors that are finishing up the school – you might not get them back. These items are to be locked up when not in use so that they remain on the premises and are not stolen.

If you have not received these items prior to the established start date please contact the Purchasing Department so we can follow-up on the delivery of the items.

SECTION V - C  SECURITY OF FURNITURE AND EQUIPMENT – ITEMS “WALK”

The principal and receiving clerks are normally the persons responsible for the security of the new furniture and equipment being delivered to the school. They are charged with making sure that the secured area is locked any time they are away from this area. We have had items such as tools, hand trucks, TV’s, VCR’s, sports equipment, typewriters, and telephones taken from various construction projects over the years. We have caught set-up crew personnel, contractor and sub-contractor employees, and others trying to take items from the school.

It is critical that inside lockable storage is available to store small items that are of value on the open market or at someone’s home. Most of these items are pieces of electronic equipment. If possible, the ceilings in these lockable rooms should not have moveable ceiling tiles. Thieves can crawl through this area if they want the items inside.

One common way for a thief to take smaller items is to put them in empty boxes that are being taken to the trash area. The thief can later return to the site and take the items to their vehicle at the end of the day or later that evening. If trash is piling up and accumulating in the dumpster area, periodic inspections of “empty” boxes by your custodial staff is advisable. Recently, one “enterprising” person put a television set in a box out by the dumpster, hoping to return later to take it away. They were caught prior to removing it from the premises.
SECTION V - C SECURITY OF FURNITURE AND EQUIPMENT – ITEMS “WALK” - Continued

Another time that is opportunistic for thieves is when the data projectors, VCR’s, and DVD’s are being installed in the classrooms. We are responsible for putting these items in the room to be mounted by the vendor installation crews. These items should only be put out a few at a time, and if other crews have access to these rooms during this period, extra care should be taken to safeguard these items. While we do not want to hold up the crew assigned to mount the equipment in these rooms, we don’t want items still in boxes to be easily accessible to thieves.

SECTION V - D Accepting Deliveries

Trucking companies, UPS, and U.S. Mail will be making deliveries to the new school. The instructions drivers are given will depend on what items they are delivering.

TRUCKING COMPANIES:
Curbside Delivery – Driver is only responsible for bringing the load to the back end of the truck. The school is responsible for taking it off the truck and bringing it into the receiving area. Count the number of cartons and note any damages to the boxes on the delivery notices BEFORE you sign them.

Inside Delivery – Driver is required to bring the items inside to your receiving area. You are responsible for counting the number of packages and to sign for that number of cartons received. If there is a discrepancy in the number of boxes delivered, or if there are any visible signs of damage, make a note of it on the delivery slip before you sign it.

UPS / US MAIL / PARCEL SERVICES:
These companies are responsible for drop-shipments only (usually to a front office). You are responsible for counting the number of packages and to sign for the number of cartons delivered. If there is a discrepancy in the number of boxes delivered, or if there are any visible signs of damage, make a note of it on the delivery slip before you sign it. It is up to school personnel to move these packages to the designated receiving location.

VENDOR INSTALLED DELIVERIES & NON-INSTALLATION DELIVERIES
On the following page is a helpful listing of which vendors will install the items they deliver, so you will be aware of your responsibilities for handling this equipment once it arrives.

Vendor Install - Place the carton(s) away in a secure location, or show the driver where to stack his products. Check for any visible damage to the exterior of the boxes and note it on the delivery paperwork. DON’T OPEN THE BOXES FOR A VENDOR INSTALL DELIVERY – We don’t own it yet. The vendor will handle unpacking the items and checking for any damage as they do the installation. If there is a problem, the vendor will take care of it.
<table>
<thead>
<tr>
<th>Item/Description</th>
<th>Vendor</th>
<th>Tailgate</th>
<th>Inside</th>
<th>Install</th>
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<tbody>
<tr>
<td>Custodial Tools - Hand - Power</td>
<td>Various Vendors</td>
<td>X</td>
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<td>Buckley</td>
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<td></td>
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<td>Materials Handling</td>
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<td>X</td>
<td>X</td>
<td>Jones</td>
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<td>Science Equipment</td>
<td>Various Vendors</td>
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<td>Jones</td>
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<td>Wrestling Mat</td>
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<td></td>
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</tr>
</tbody>
</table>

Various Vendors -- UPS/Fed-X/Trucking Companies
SECTION V  RECEIVING - Continued

SECTION V - D  Accepting Deliveries - Continued

Non-Install Items – These items include most of the equipment purchased from the master listing. The school is responsible for checking each item to make certain that what is delivered is what was ordered on the purchase order, and that the quantity delivered matches the PO.

How to Look Up a Purchase Order -

1. Purchase Orders are filed in alphabetical order by vendor (Remember some of the items are being shipped directly by a manufacturer and the PO may not be issued to that company). If you cannot find a purchase order in your vendor file call your contact person in the Purchasing Department. They will help you locate the correct PO for that delivery.

2. Look for a packing slip on the outside/inside of the cartons. There will only be one per shipment, so if you have 10 boxes it could be in any one of the ten boxes.

3. The PO # should be shown on the packing slip. Sometimes it is also written on the mailing labels attached to the boxes.
   a. If you locate a PO # and do not have a copy in your vendor box, please call the Purchasing Department so we can send you a copy.
   b. If you cannot locate a PO # on the packing slip or cartons, call purchasing and we will help you determine which order that delivery goes to.

Once I Find The Purchase Order – What Do I Do?

1. Checking in the items – Carefully cut open the boxes.

2. Compare the item description, color, and quantity listed on the purchase order to the items in the box.

3. Are the items delivered, received COMPLETE or INCOMPLETE?
   a. Complete PO – Note on copy of the PO that all items on this PO have been received in full. Circle quantity – highlight the line, etc. and put the date received and your initials on the PO.
      1. Send the PO, packing slip/paperwork to the Purchasing Department.
      2. File the completed purchase order in a Completed File Section so you won’t have to sort through it when looking for an open PO.
   b. Incomplete PO – Remember, all items may not be shipped at the same time.
      A vendor may ship items in multiple batches – check for shortages.
      1. If the quantity you received does not match what was ordered, make a note on the copy of the PO for that line indicating the number that was delivered, and put the date received.
      2. Do not call the vendor – If the missing items are not received in a timely manner, call Purchasing and we will contact the vendor.
SECTION V RECEIVING - Continued

SECTION V - D Accepting Deliveries - Continued

Once I Find The Purchase Order – What Do I Do?

Incomplete Purchase Orders Continued -

3. If you receive some of the items listed on the PO but not all of them, mark the lines on the PO that are complete by circling or highlighting them, and show the date they were received. Send a copy of the PO to purchasing with the packing slips and paperwork for that line so we can pay the vendor for what we have received.

4. **After every item on every line of the PO has been received** initial the PO and send the completed paperwork to purchasing, and file your copy of the PO in your completed file section.

For information on how to handle *damaged or broken items see Section V- F Page 25, Damaged and Return Items.*

4. MARKING CARTONS FOR STAGING AREA
   LABELING THE BOXES – After you have checked the items in that do not require installation (furniture, pianos, etc.) you will need to mark the outside of the boxes with the area that is shown on the master list – PE, Science, Math, etc. Remember **many of the boxes will contain items for more than one grade level or for more than one area.** An example would be the Science marbles that will contain marbles for 3rd, 4th, and 5th grades in the same carton. **These boxes will have to be separated so that each grade level and/or area gets the proper items for their rooms.** You can do this, or the box can be marked SCIENCE and sent to the chairperson for that subject to be distributed to all Science Teachers.

After the boxes are labeled they are to be stored in a secure location until construction is complete and ownership has been turned over to the District. Each area such as Art, Music, Science, PE, etc. should have a designated location in the building to temporarily house the items you will be distributing once we own the buildings and have access to them.
SECTION V RECEIVING - Continued

SECTION V - E Distribution of Furniture & Equipment

When the floors have been waxed and the furniture installed by vendors (where applicable), the custodians can begin moving the equipment items into the rooms in which they belong. Clean up of the debris is the responsibility of the school personnel assigned to oversee the distribution of items throughout the school. It will consist of properly disposing of cardboard boxes and making sure the area is clean and free of all trash. Vendors who do the installation of their furniture or equipment should properly dispose of their cardboard boxes as they complete the installations.

SECTION V - F Damaged and Return Items

If a delivery is made and you can see damage to the exterior of the carton or box, you should indicate the damage on the delivery ticket (bill of laden) you are asked to sign by the delivery person. You should write on the paper, “2 boxes crushed”, or, “1 carton with hole in side”, or whatever the damage is that you can see at the time of delivery. Many times there may be a crushed corner, but the items are not damaged because the inside packing has protected it. You don’t need to open and inspect the damaged boxes right away. By indicating there was damage on the delivery ticket, the vendor will know that there may be a damage claim pending for items that were delivered. We want to be reasonable. However, if the box is demolished – do not accept it. Send it back to the vendor.

After you open the box to inspect the items, you need to let purchasing know if any of the items are broken or damaged. You should write this on the PO copy &/or packing slip and make a note to yourself to let us know as soon as possible. Any damaged or broken items will need to be kept in a separate designated area for damaged/return goods so that the items may be returned upon the vendor’s request. Make sure that the box the item was shipped in is kept until after the replacement item is received.

If items are delivered damaged and you do not let us know, we cannot go back to the vendor 3-6 months or later and claim the item was delivered damaged. We have an obligation to notify the vendor immediately if the items are not received in good condition. If you notify us of the damaged goods, the Purchasing Department will contact the vendor and make arrangements for a replacement item to be delivered to your school. We need to know the PO #, the description of the item and what was wrong with it.

There are also times when a vendor may send a substitute item for an item that is discontinued. If you receive an item that you do not find listed on any of your PO’s, set it aside and contact the Purchasing Department. We will contact the vendor to resolve the issue and determine if we will keep it or return it to the vendor.

REMINDER: The Purchasing Department will contact the vendor to resolve any problems that may arise during the receiving phase of the furniture and equipment deliveries for your school. School personnel are not to contact the vendor unless they are asked to do so by the Purchasing Department. No changes to a PO are to be requested directly by the school – only Purchasing has the authority to modify or add to a vendor’s purchase order.
SECTION V RECEIVING - Continued

SECTION V - G Receiving Definitions

1. APPARENT DAMAGE - Items that are delivered with visible damage to the outside of the cartons. Examples are water damage, crushed boxes, or holes in the carton.

2. BACK ORDER – Any past due, unfilled portion of a purchase order. Vendors may ship in multiple installments due to inventory stock-outs.

3. BILL OF LADEN – A shipper’s receipt for goods. The contract between the shipper (our vendor) and the freight carrier who will delivery the goods to the school.

4. CHANGE ORDERS – A formal notification to the supplier that a previous purchase order has been changed in some way. Change Orders are issued by the Purchasing Department and usually will reflect a change in quantity or to add or cancel an item. A copy of the change order will be sent to the school.

5. CONCEALED DAMAGE – Items that are later discovered damaged inside a carton that does not have any visible damage to the exterior of the box. This type damage is usually found at the time items are being verified for accurate quantity, color, size, etc. prior to being marked for distribution. Keep the box(s) and the items until the issue is resolved.

6. CURB DELIVERY – Delivery drivers are only required to bring the items to the back end of the truck. Designated school personnel are responsible for unloading and bringing the boxes to the receiving location.

7. INSIDE DELIVERY – The delivery driver (or vendor) is responsible for unloading and bringing the boxes inside to one location. All UPS deliveries are considered an inside delivery.

8. INSTALLATION BY VENDOR – Some items we purchase will be setup and installed by the vendor. The vendor is responsible for unloading and bringing the boxes inside to the designated receiving location for safekeeping. DO NOT UNCRATE OR UNPACK ANY OF THESE ITEMS. After receipt of the items, the vendor will send an installation crew to the site to assemble and distribute the items to their specified locations.

9. PACKING LIST (SLIPS) – Document supplied by the vendor or shipper that itemizes the contents of a particular package or shipment. Details typically include the item description, part number, quantity shipped, and the quantity on back order, if any.

10. PARTIAL ORDER – Quantities shipped that are less than the total number ordered.

11. PICKING TICKET – Warehouse deliveries will have a pick list outlining what was ordered and what was shipped. Treat it like a packing list.

PLEASE CALL US IF YOU HAVE ANY QUESTIONS – WE ARE HERE TO HELP YOU.
SECTION VI - A  Cell Phone for New Schools

The principal of a new school will need a cell phone to stay in communications with District Staff during the opening process. The MIS Department will issue a cell phone to the designated principal upon request.

Another person who has a major need for a cell phone is the receiving clerk. This person often works alone by his or herself in the receiving area and needs direct communication with the Purchasing Department and with other school and district staff. For security reasons they need to have the tools necessary to resolve a problem while staying in the receiving area instead of trying to find a phone to use somewhere else on the campus. Purchasing will recommend that MIS issue a temporary cell phone to the designated receiving person to be used during this period. After the receiving process has been completed, the cell phone will be returned to MIS. As with all district owned cell phones, personal calls should be kept to a minimum and are reimbursable to the district at a per minute rate.

Cell phones should not be used to make personal long distance charges at any time. It is issued for School District business.

SECTION VI - B  Copiers

*For New School Construction:* The Purchasing Department will work with the designated principal regarding copier requirements. Information regarding the previous rentals for new schools will be supplied to the principal so a decision can be made about the quantity needed for your school. The Purchasing Department will notify the vendor prior to the expected delivery date to let the vendor know what quantity and level of copiers will be needed.

*REMEMBER: FUNDING FOR THESE COPIERS COMES OUT OF THE SCHOOL’S BUDGET.*

*For Renovation Projects:* The school site will need to contact the Purchasing Department to plan for existing copiers to be removed from the area under construction. The Purchasing Department will make arrangements with the vendor to move the copiers to a new location site during the renovation project. **THE SCHOOL IS NOT TO MOVE THE COPIERS ON THEIR OWN – THE VENDOR WHO OWNS THE EQUIPMENT WILL HANDLE THIS.**

After the project has been completed, the Purchasing Department will make the arrangements to have the vendor re-install the copiers in the newly-renovated buildings.
SECTION VI - C  Facilities Services - Construction & Planning

Following this page is a copy of the Instructional Council approved guide (updated 2009) for principals to use to help them through their construction projects. It will be reviewed, in person with the site administrator, by a Facilities’ representative at the beginning of a project.

If you have any questions regarding this section, please contact Russell Tysinger, Director, Maintenance and Operations, at Ext. 50764.

SECTION VI - D  Food Service Items

School Way Café will work closely with the Facilities Department to order all items required in the kitchen and for the serving and preparation areas of the cafeteria. Most of these items will be delivered, assembled and put-in-place by the vendors, others such as smallwares (ladles, knives, mixing bowls, serving utensils, etc.) will be delivered to the school by SWC. There will be no action needed by the school’s receiving clerk for the items ordered by the contractor and/or School Way Café.

There are a few items, such as stainless steel tables, that may be ordered by the Purchasing Department for the cafeteria. The PO’s issued by the Purchasing Department for cafeteria equipment will be included with all other copies of vendor PO’s in the alphabetical file given to your receiving clerk. The receiving clerk must inspect these items, sign the delivery notice, and process the purchase order like they would for any other item that is delivered to the school using a district purchase order.

SECTION VI - E  Inventory (Site Accounting - Finance Department)

The following attachments have been provided by the Site Accounting Finance Department to help you understand and follow the school district’s rules and regulations regarding Internal Accounts funds generated from various school based activities.

If you have any questions please contact the Finance staff shown on the following pages.
The Role of a Principal in Construction & Planning
DATE: ________________
TO: ________________ (site administrator)
FROM: ________________
SUBJECT: ________________ (project title)

You or your designee has a specific role in the planning, design and construction of the above project. _____________ has been assigned as the project manager for the duration of the project. He/she will be the official owner’s representative working with you or your designee, the design professional, and the contractor. Please address all your questions and comments through him/her. The project manager will coordinate the planning process with the school, the facilities planning department and the design firm.

The first step is the selection of the design firm that will design the project and oversee the construction to completion. If due to project cost it is necessary to select the architect through the public selection process, you may be asked to provide comments during the selection process.

ARCHITECT SELECTION: (if required)

The process for selecting an architect or engineering firm is strictly governed by Florida Statute and school board policy. The superintendent will appoint a selection committee specific to this project. During the selection process it is imperative that all applicants have equal access to any information and receive the same direction in preparing their submittals and presentations. In order to facilitate this, once the project is advertised you may be contacted to allow access to your campus. Please, make the campus available for basic information purposes. You are not required to personally tour each firm; however, whatever you do or provide for one firm must be replicated for all.

Throughout the process, please make every effort to avoid any appearance of favoritism or preference. Please do not accept any gifts or contributions offered either to you or to your school. This practice will be in effect throughout the design and construction process. If you have questions about any specifics, please ask the project manager.

PLANNING:

Once the design firm is selected you will be an integral part of the project planning process. The project manager will set meetings with school personnel, the facilities planner and the design team, as necessary. Attached is a flow chart that maps the steps of establishing project scope, affirming the budget and developing the schedule. At the time the project is initiated a preliminary scope is developed which must be refined as information is gained. The Facilities Executive Director must review any major changes in scope. Once the project scope and budget is confirmed, the design team will develop a schematic design and a cost analysis. You and your staff will be involved in the review.

Design development results in a more detailed set of plans and cost analysis. This stage is used by the facilities staff to determine whether there are code issues, site issues or
other construction issues, including budget that need to be addressed before proceeding to final plans. Throughout the planning process school operation and the safety of students will be foremost in our minds. You, as site administrator, will be charged with informing the team of student-related concerns and educational issues that may arise. We use a district model for most classroom designs; however, in any renovation or remodeling project there will be issues that are unique to your school.

The final document development will be construction documents, which will include final plans and specifications for the project. At this time, please verify that everything agreed to during the project development is included in the plans. You may be asked to initial a set of plans indicating your review and approval prior to bidding. At the same time, final plans are submitted to the building department for code compliance review. Usually the initial review and code comments are completed and forwarded to the design professional, who then amends the plans and resubmits. Depending upon the issues and complexity this phase of the process can take several weeks.

Once all code issues have been resolved the project will go to bid or will be given to the construction manager for final pricing. After bidding or final price, any changes to the project are a change order and the costs are much higher. It is the reason we involve you early in the project and invest so much time in planning and code review. We try to limit change orders.

CONSTRUCTION:

There will be a pre-construction meeting to initiate the project construction phase on your site and introduce all the parties involved. The project manager will establish periodic construction meetings, usually weekly. Customarily, the architect chairs these meetings and keeps meeting minutes. According to our established agenda, school operational issues will be addressed at the beginning of each meeting. This will allow you to leave the meeting or remain, as you wish. Any time you believe that the contractor or the architect is not adequately addressing school safety concerns, please advise the project manager. It is his responsibility to ensure the project protects the safety of students and staff at all times. The contractor will also be provided a copy of your testing schedule and asked to coordinate his schedule to minimize disruption during construction.

These periodic construction meetings are held to address the progress of the work. Quality compliance issues may be discussed, payments and subcontractor management, among other things. At times these meetings will be highly technical and may involve conflicting views. You are welcome to remain and observe; however, the project manager will serve as the district’s representative at these meetings as they relate to construction issues.
PROJECT COMPLETION:

If there is a need for furniture, equipment or technology purchases associated with this project, please work through purchasing or MIS. Prior to any variance from the recommended equipment list, please secure the opinion or recommendation of the appropriate curriculum specialist. If you have questions about whom to contact, please ask your project manager. Your custodial staff may be required for floor finish application, moving school materials or furniture, etc. Move in and furniture/equipment ordering, delivery, and installation are the school’s responsibility to coordinate. The school custodial staff will play an integral role in the move-in process, so please manage their leave accordingly. Please allow adequate time.

At the completion of the actual construction, the architect, consultants and facilities staff perform a final inspection to determine if the project is substantially complete and can be used for its intended purpose. At that time, we actually accept the project from the contractor. All life safety systems must be operational and verified before occupancy. While you may be very anxious at this point to move into the new or remodeled facility, please understand that this caution is for your protection and that of the students and staff in your care. A certificate of occupancy from our building department and the local fire marshal is required before move in. Your project manager will inform you when the buildings may be occupied.

Please advise your staff if they observe anything during construction that concerns them to inform you. You should then inform the project manager. He/she will be compiling a project “punch list” that will be completed before final close out of the project. At the end of one year there will be another walk through to verify the project is satisfactory and all warranties are in place.

During this one-year warranty period, if anything malfunctions, please contact the project manager who will decide whether this is a contractor warranty item or our maintenance department’s responsibility. Please caution your staff not to make any changes or adjustments that could void a warranty. The project manager will assist you in determining what can and cannot be done during this one-year warranty period.

11/17/09
Inventory Attachments
Provided by Site Accounting/Finance
PRINCIPAL

DEFINITIONS:

Inventory: Fixtures and other tangible personal property of a nonconsumable nature the value of which is $750.00 or more and the normal expected life of which is 1 year or more. (FS 274.02)

Property Custodians: School principals and administrative department heads shall be custodians of the property assigned to their respective schools or administrative departments. Property custodians shall be responsible for the safekeeping and proper use of the property entrusted to their care. (FS 274.02 & Policy 712)

Inventory Designee: The Inventory Designee is appointed by the Principal/Department Head. This individual is responsible for the day-to-day maintenance of property records, ensuring that newly acquired assets are tagged, and completing the physical inventory. This includes identifying items that may be valued at $750 or above, but have not been assigned an asset number (contact Budget/Inventory Office). (Tangible Personal Property Manual)

NEW SCHOOL CONSTRUCTION – Basic Steps

1. Assign Inventory Designee
   - Detail Oriented
   - Enjoys tracking property and maintaining accurate records
   - Familiarity with a variety of school equipment is a plus
   - Communicate well with staff

2. Notify Budget/Inventory Office
   - Budget/Inventory Office will provide Training and Support!
   - E-MAIL Pat Smith, pdsmith@volusia.k12.fl.us name of inventory designee and the Inventory Designee will be scheduled for Smartstream Inventory training and provided with a copy of the Tangible Personal Property Manual.

3. Advise all staff to communicate with and inform the Inventory Designee whenever an inventory item is moved.

4. Receiving Process (See section on Receiving)

   INVENTORY DESIGNEE
   Purchasing Department will supply a packet with copies of all Purchase Orders and a spreadsheet of each item ordered including building and room locations where items will be placed after school is accepted. This is excellent resource to cross-reference with purchase order numbers on the Asset Management Addition Worksheets you will receive from Site Accounting with the property inventory tags.

   A. It may be possible to mark and record serial numbers when item is received. This will be helpful if an item becomes misplaced prior to receiving the inventory tag, it may be easier to identify later if the serial number was recorded.
      - Mark inventory items VCSB with black or white permanent marker
      - Record serial number (on PO or Purchasing Spreadsheet).

   B. Many times it will not be practical to mark, tag or record serial numbers during receiving. This part of the identification and tagging process can occur after items have been distributed to classrooms.
• Locate the item in your school that corresponds with the item listed on the Asset Management Addition Worksheet sent by Site Accounting and verify/fill in the information on the sheet as to manufacturer, model, serial number, building and room, etc. Indicate “NONE” if the item does not have a serial and/or model number. **Note:** If the item to be tagged does not correspond **EXACTLY** to the information already listed on the Property Addition sheet contact **Site Accounting** BEFORE tagging the item. Do not update Smartstream records.

• Affix the barcode tag in a VISIBLE consistent location for like items on the LEFT FRONT or LEFT SIDE (toward the front of the item) when possible. Next, write the tag number on the RIGHT FRONT or RIGHT SIDE of the item using a permanent ink marker (black, white or silver). Use discretion when marking the item being sure not to deface the item. This consistency will facilitate the audit process.

• Update SmartStream inventory records from the Asset Management Addition Worksheet.

• Return the completed and signed worksheet to Site Accounting

• The updated information entered will appear on the INV1000 Inventory Listing.

**RENOVATION EXISTING SCHOOL SITE**

The process of receiving new inventory items for a renovation is the same as outlined above for a completely new school with one exception. The existing school is still responsible for the items currently on their facilities inventory list.

1. Receiving Clerk and Inventory Designee should be different individuals unless Receiving Clerk/Inventory Designee can monitor the existing school's inventory in addition to the responsibilities of receiving new equipment.

   • **MYTH** ~ Contractors, or other facilities and departments removing fixtures and other tangible personal property from your school are responsible for documentation to transfer inventory items off your schools inventory list.

   • **FACT** ~ It continues to be the schools responsibility to provide Site Accounting with documentation for removal of inventory items from the school during renovation. When documentation of transfer or equipment pick up is not available or provided to Site Accounting for proper disposition the item(s) must be reported as missing from the schools facility.
INVENTORY

INVENTORY DESIGNEE

DEFINITIONS:

Inventory: Fixtures and other tangible personal property of a nonconsumable nature the value of which is $750.00 or more and the normal expected life of which is 1 year or more. (FS 274.02)

Property Custodian Designee: The Property Custodian Designee is appointed by the Principal/Department Head. This individual is responsible for the day-to-day maintenance of property records, ensuring that newly acquired assets are tagged, and completing the physical inventory. This includes identifying items that may be valued at $750 or above, but have not been assigned an asset number (contact Site Accounting). (Tangible Personal Property Manual)

Excerpts from Tangible Personal Property Manual

1. The Site Accounting Department regularly receives notice of paid invoices for items meeting the criteria of tangible personal property. The item(s) are then assigned a property tag number.

2. Property tag numbers are distributed to the inventory designee at the site to which the item was delivered along with an Asset Management Addition Worksheet. The addition worksheet will contain the purchase order number. (Example)

3. Locating and tagging equipment:
   a) If you receive the inventory tag prior to the equipment being distributed to offices or classrooms you may be able to identify and tag the item by corresponding the purchase order number on the addition sheet to the packing slip or spreadsheet provided by Purchasing.
   b) If the equipment has already been distributed throughout the school you should be able to determine the building and room location of the property by cross-referencing the purchase order number on the addition sheet with the spreadsheet provided by Purchasing.

4. Verify/fill in the information on the addition sheet as to manufacturer, model, serial number, building and room, etc. (If applicable) Indicate "NONE" if the item does not have a serial and/or model number. Note: If the item to be tagged does not correspond EXACTLY to the information already listed on the Property Addition sheet (especially serial number) contact Site Accounting BEFORE tagging the item. Do not update Smartstream records.

5. Affix the barcode tag in a VISIBLE location on the LEFT FRONT or LEFT SIDE (toward the front of the item) when possible. Next, write the tag number on the RIGHT FRONT or RIGHT SIDE of the item using a permanent in marker (black or silver). Use discretion when marking the item being sure not to deface the item. This consistency will facilitate the audit process.

If the items to be tagged are purchased in sets or consist of more than one piece, all items in the set should be marked with the Property number in permanent ink as well. The property tag should be affixed to the first of the series, most intricate part, or the most expensive part of the set.

6. Once all requested information is obtained, use the Property Addition sheet to record the information in the Assets activity in Smartstream (See Correcting or Adding Information, page 23). Sign and date the Property Addition sheet and forward the original to the Site Accounting Department within 10 business days via interoffice mail.

7. The updated information entered will appear on the next INV1000 Inventory Listing requested.
HELPFUL INVENTORY HINTS

Monitor transfers of equipment in or out of your school on a regular basis to ensure your sites inventory list INV1000 is up to date. The Inventory Designee should receive all Equipment Transfer Forms and Equipment Pick-Up Requests in order to maintain the Smartstream property records efficiently.

One idea for inventory control is to keep copies of district and internal accounts purchase orders in a 3-ring binder for new equipment or you may prefer file folders. Ask your bookkeeper to give you a copy of any purchase order that contains an item that will be on your inventory. This way you will know what items you should expect to receive. Also, ask the person(s) responsible for receiving deliveries to let you know when items come in. You can record the date and the building and room where the item was placed, along with the item’s serial number (if any) on the copy of the purchase order prior to receiving the tag. The binder can be sectioned for transfers of equipment and equipment pick up forms as well so all inventory activity can be together for quick reference when necessary. Keep records by fiscal year, July 1 through June 30th. Retaining two prior years and the current year is generally sufficient.

You should receive a barcode ID# tag and an Asset Management Addition Worksheet that contains the information entered into the inventory system by the Inventory Office, within 30 days of receiving the item. If you do not receive the addition worksheet and tag call or e-mail the Inventory Office with the purchase order number and they will follow up. When the Asset Addition Management Worksheet with a tag attached is received, the item should be located within 10 working days. The information on the sheet should be compared with the information on the purchase order and on the actual item. Discrepancy in any of the information should be reported to the Inventory Office immediately. Some of the information items that should be compared are description, make and model, vendor, serial number if available, cost, and purchase order number.

Each time you check an inventory item for any reason, you should have certain supplies with you. The first time you see the item after it is delivered, you should write “VCSB” on the item with a permanent marker. When you go to the item again to attach the bar code ID# tag, also write the “ID#” on the item with permanent marker. The markers are available in black or white. The equipment should not be defaced when you are tagging and writing “VCSB” and the “ID#.” Place the identifying markings and the tag consistently on like items and so that they are easily visible for future identification. When you put the tag and “VCSB” on the back or side of an item, and then put the item next to a wall or next to another item, you are creating a lot of extra work for the person trying to identify the item later.

After you have properly tagged the item and written any updating information (model number, serial number, building and room location) on the Asset Addition Management Worksheet, it is time to update the inventory files. Each Inventory Designee should have access to the SmartStream Asset Management inventory system. In SmartStream, you may add the serial number if applicable, building and room, and add notes to the comment section. The completed worksheet is due to Budget/Inventory within 10 working days.

Ask the Inventory Custodian to stress that everyone should notify you when an item moves within the school/department. This way you can update the building and room information in SmartStream, and the item can easily be found when the auditors come. The correct location of the item is part of the auditing requirements.

If an item is moved to or from your site, the proper paperwork must accompany the item, and a copy must be given to you and the inventory office immediately after the move. Ask the principal or department head (Inventory Custodian) to make an announcement at last three times a year that this is important, will be expected, and nothing less will be accepted. The suggested times to cover this are at the beginning of the school year, at the mid-year break, and at the end of the year before the major vacation period. According to the situation, make sure that you have either a transfer form, check out form, repair ticket, signed pick up request, or proper documentation for items that are returned to the vendor or traded in on other items.
New School Site
Internal Accounts - Principal

1. Internal Accounts are funds generated at the school site through donations, field trips, fundraisers and student generated fees. Most sites are able to obtain donations from local businesses to start their Internal Account.

2. Choose bank that is a Qualified Public Depository (http://www.fltreasury.org/treasury/public_deposits/qpd.html) and open account with donation(s) received. Currently, the District contracts with Bank of America for banking services related to district level funds.

3. After opening the bank account, contact Finance staff (contact information listed below under #9) to request order form for checks, deposit slips and deposit stamp (school is charged for these items and a purchasing card must be used) and log books from Dunbar Armored (no charge). You may also order deposit slips and deposit stamp (not checks) directly from the bank (bank will charge the checking account) and banking bags from the VCS warehouse (item #09004-small or #09005-large).

4. Identify personnel to be assigned Internal Accounts and provide list of other duties assigned to Finance staff. When choosing a person for these duties, choose someone with a financial experience. Historically successful Internal Account bookkeepers are also assigned other financial type duties such as Payroll and/or County Budget. Of course, the combination of duties depends on the volume at each site, which typically corresponds with the number of students and whether the site is an elementary, middle, high or other school. Once the clerical staff is assigned, Finance staff is able to assist by beginning issuing necessary internal accounts software security, training and providing support.

5. Review Principles of Internal Accounts page attached (Exhibit A).

6. Order Internal Account Purchasing Card(s) from Purchasing using the New Purchasing Card Request form.

7. Funds must be receipted and encumbered before spending. Do not spend funds that are not already received.

8. Internal Account bookkeeper will be trained on Blue Bear SchoolBooks (current accounting software for Internal Accounts) and Blue Bear Tracks (middle, high only).

9. Contact Finance staff with any questions regarding Internal Accounts or visit the Budget web site:

   Bertie Trawick, Director – Ext 20332
   Heather DiRenzo, Specialist – Ext 20381
   Marsha Meinberg, Office Specialist – Ext 20378
   Shanda Hebert, Office Specialist - Ext 20326
   Internal Accounts Fax – (386) 943-3401

Updated: September 2009
New School Site
Internal Accounts-Bookkeeper

1. Set up training schedule for Internal Accounts and Blue Bear SchoolBooks/Tracks Accounting Software with Finance staff (contact information #8).
2. Request from Finance staff and read manuals: Internal Accounts Manual.
3. Review New School Site, Internal Accounts-Principal list to familiarize yourself with what is needed to start utilizing internal accounts.
4. Setup files for daily activities-typically filed by month unless otherwise noted:
   a. Receipts
   b. Disbursements
   c. Open Purchase Orders (filed by vendor or purchase order number)
   d. Transfers
      i. Transfers and Multi-line Transfers
      ii. Cash Transfers
   e. Adjustments
   f. Purchasing Card
   g. Donation File
   h. NSF Check File
   i. Receipt Book Checkout File
5. Setup files for monthly activities-typically filed by fiscal year unless otherwise noted:
   a. Account Analysis
   b. Bank Reconciliations
   c. Bank Statements
   d. Fundraiser Reports
   e. Report of Tickets Sold
   f. Bank Deposit Report
   g. Cash Disbursements Report
   h. Transfer History Report
   i. Adjustment History Report
   j. Trial Balance
   k. Open Purchase Order Report
   l. Extended Day Reports (Extended Day sites only)
6. Set up files for Yearly Reports:
   a. 1099 Report
   b. Unclaimed Property Report
   c. A+/Recognition Report
   d. School Store Inventory Report
7. Sign up for Specialized Training Workshops. Most important workshops are Cash Receipts, Cash Disbursements and Internal Accounts Purchasing Card.
8. Contact Finance staff with any questions regarding Internal Accounts:
   Bertie Trawick, Director – Ext 20332
   Heather DiRenzo, Specialist – Ext 20381
   Marsha Meinberg, Office Specialist – Ext 20378
   Shanda Hebert, Office Specialist - Ext 20326
   Internal Accounts Fax – (386) 943-3401
New School Site
Facility Usage

Rental of school facility is permitted, but must be in accordance with School Board Policy 705. Requirements include:

1. Completed Facility Usage Application
2. Completed Indemnification/Hold Harmless Agreement
3. Valid Insurance Policy

A percentage of the rental fee (see fee schedule) collected is remitted to the district office to cover operational and maintenance costs.

A current Facility Usage manual, rental application, Indemnification/Hold Harmless Agreement and fee schedule can be found on the Finance Department website.
SECTION VI - F  Media

Various companies will deliver books, videotapes, and DVD’s in large quantities to the new school based on the district’s approved materials for your school level. Some of these items have been pre-processed with bar codes; others will have to be processed by your on-site media specialist. All books and audiovisual materials will have to be scanned into the school’s Circulation Plus system, which is a very time consuming process.

Please call the district medial specialist if you have any questions regarding the setup phase of your media center. The current media specialist is Mary Ellis at Ext. 46513.

SECTION VI - G  Miscellaneous Items

Some items such as playground backstops, bike racks and/or bus benches need to be permitted prior to installation. Permitting is required for all items that are permanently affixed to the ground. These items may or may not be “in contract” and therefore will require monitoring by the Facilities Project Manager to make sure that the appropriate item is bought for the type of installation required. Errors made can be very costly when re-stocking and shipping charges are assessed for these items that weigh a great deal.

SECTION VI - H  Playground Equipment (Elementary Schools)

All new elementary school construction projects will receive a district approved playground package. This package currently consists of:

- Primary Composite
- Intermediate Composite
- Two (2) Benches
- Two (2) Balance Beams
- One (1) Tri-level Chin-up Bar

For Schools with ESE:

- Two (2) Free Standing Panels
- Two (2) Sand & Water Tables

The Facilities Playground Project Manager will work with the school principal regarding the location of the playground equipment purchased with district funds. If the school is interested in purchasing additional playground equipment out of their school based funds they will need to contact the Playground Project Manager and the Purchasing Department for assistance in the selection of allowable equipment purchased from an approved vendor.
SECTION VI - SPECIAL AREAS

SECTION VI - I  Technology – Computers, Telephones, Printers, Labs

Information for these items will be provided by the Management Information Services Department.
SECTION VI     SPECIAL AREAS

SECTION VI - J    Textbooks
Curriculum and School Improvement will order textbooks from the Florida School Book Depository for your new school. Orders are shipped directly to your school and will be distributed by school-based personnel.

If you have any questions regarding the ordering of your textbooks and/or delivery questions contact Cookie Grafton at Ext. 60194.

SECTION VI - K    Vending Machines

Soft Drink Machines - The district currently has a district-wide soft drink contract with Coca-Cola. The principal has the option of not placing soft drink machines on their campus, but they would then not be eligible for the free product or cash revenue provided in the contract.

To be eligible for contract payments and free products:

Elementary School  Teacher’s Lounge only – no student vending
Middle School   Teacher’s Lounge & 1 machine per 150 students
High School      Teacher’s Lounge & 1 machine per 150 students

During the setup of your school, it is advisable to request that Coca-Cola place the teacher’s lounge machine so that cold drinks will be available to your staff and delivery people. Your school will earn commission on all products sold once the machine is placed on your campus. Student accessible machines should not be placed on campus until after the campus is secure, preferably a few days prior to the students starting school.

Snack Vending Machines – These contracts are negotiated on a school-by-school basis by the principal. It is highly recommended that prior to negotiating a contract for your school, you take the time to talk to other area principals to get a feel for what revenue is currently being paid by various snack companies so that you can make the best possible decision for your own school.

Snack Vending Options:

Elementary School  Teacher’s lounge only – no student vending
Middle School   Teacher’s lounge & student vending allowed
High School      Teacher’s lounge & student vending allowed

A snack machine in the teacher’s lounge for staff and workers prior to the start of school will also generate additional revenue for your school. Again, if student vending is allowed by the principal, the campus must be secure before machines can be placed on the campus.