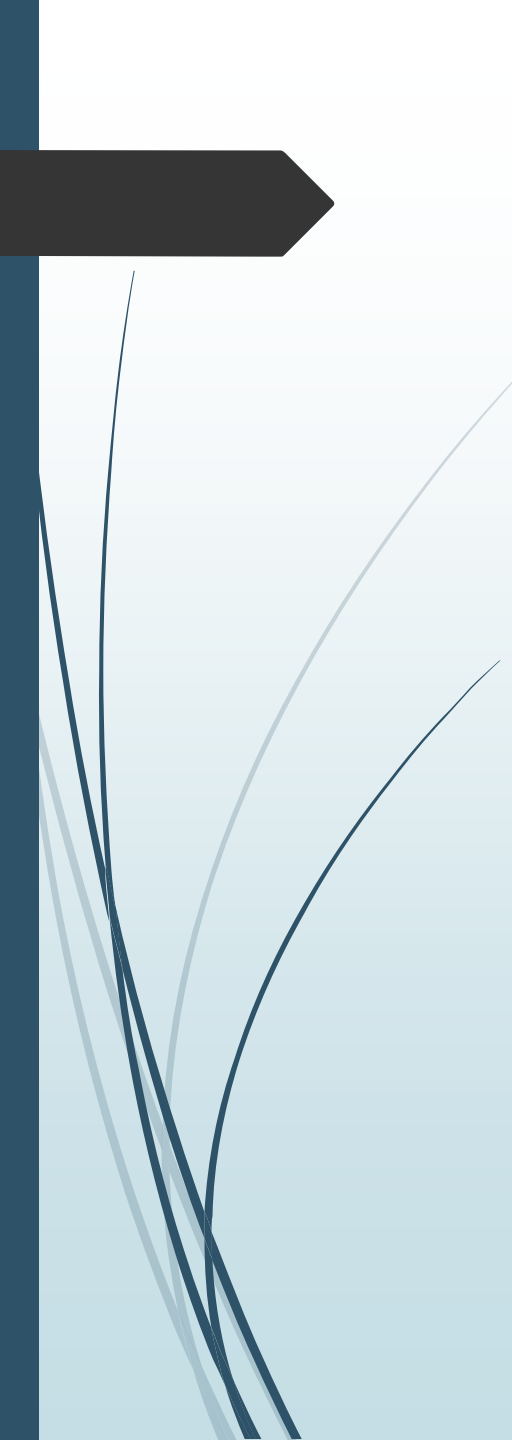




Purchasing Training

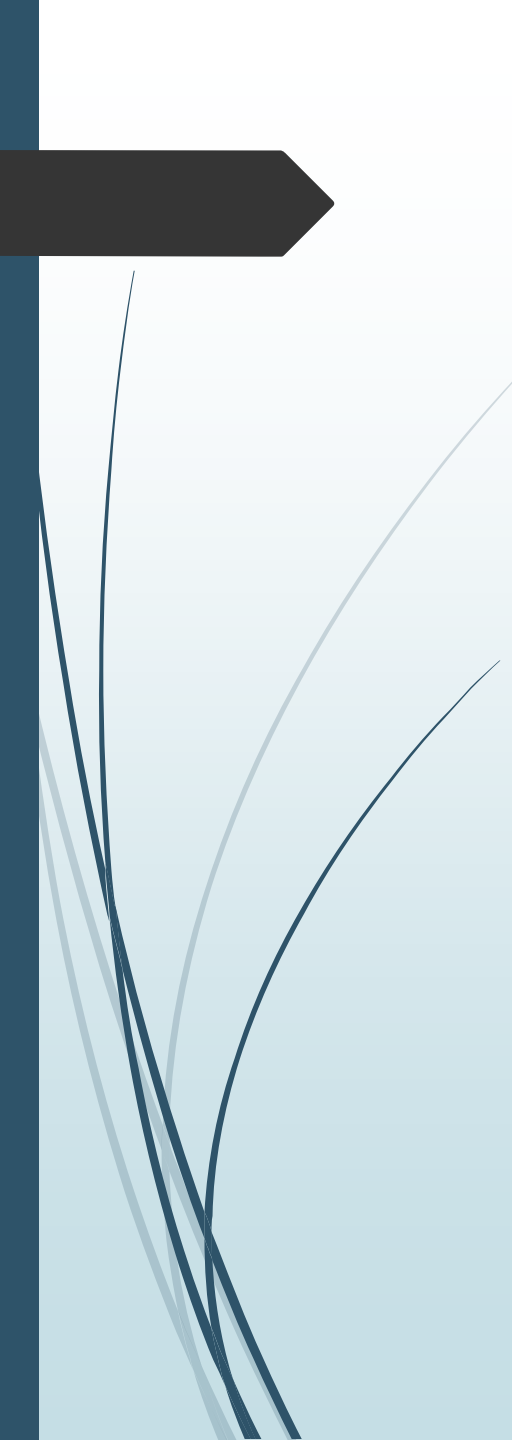
February 8, 2016



Purchasing Rules

- Guidelines for purchasing are set forth by:
 - Florida Statutes
 - State Board of Education, Administrative Rules
 - School Board Policies

We don't make the rules, but we make sure the District follows them.



Purchasing Thresholds

- **Less than \$8,000:**
 - (single or multiple items) No quotes required (competition is encouraged)
- **\$8,000.01 to \$49,999:**
 - (single or multiple items) Formal Written Quotes required (unless on existing contract).
- **\$50,000.00:**
 - (single or multiple items) Sealed Bid Process and Board Approval (unless under existing contract)

This is District wide and cumulative. (So, if 30 schools order \$2,000 worth of Piano repairs, we can't purchase without a competitive bid).



Requisitions – What is Important

- Include all [contract numbers](#) (and issuing agency) **USE DROP DOWN**
- Include Board approval dates
- Attach copies of quotes, competitor quotes
- Attach ANY pertinent information to the purchase
- Items must be listed (in detail)
- Ask Purchasing for assistance with large lists (>30 items)
 - We may be able to import the list (from excel)

Requisitions missing the above information will be denied

Requisition Master Information - WF\PU\MR\RE\RQ - 10740 - 05.15.10.00.10 - Internet Explorer
https://business.stlucie.k12.fl.us/scripts/wsa.dll/WService=wsFin/foreqmast001.w?isPopup=true

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 020 - Palm Point K-8
Fiscal Year: 2015 - 2016 July 1, 2015 - June 30, 2016

☒ Account allocation by total requisition amount (YMA).
☐ Account allocation by each requisition detail line (YDA).

Save and Add Detail
Save and Mass Add Detail
Save and Import Detail Lines
Back

Requisition Information

* Description:

* Vendor: PALM POINTE 10680 ACADEMIC WAY PORT ST. LUCIE FL 3498

* Ship To: PALM POINTE 10680 ACADEMIC WAY PORT ST. LUCIE FL 3498

Invoice To: (Default) St. Lucie Public Schools 4204 Okeechobee Rd. Ft. Pierce, FL 3494

Attention: ACE Educat

* Due Date: Appainment

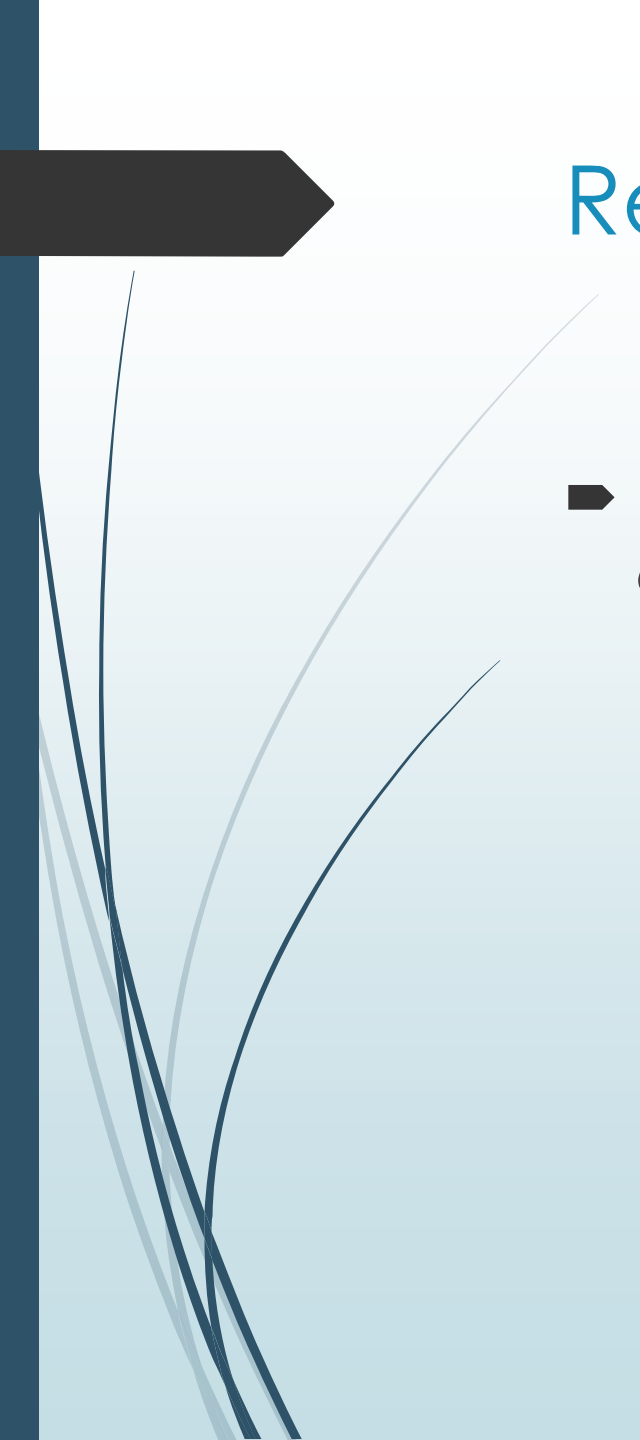
Ship Date: AVI

Ship Via: Bio Corpor

Contract: Booksource

Asterisk (*) denotes

-	SLCSB ITB 13-21
-	SLCSB ITB 13-21
-	CCPS Bid#33-9/10
-	SLCSB ITB 13-21
-	SLCSB ITB 13-21
-	SLCSB ITB 13-21
-	US Communities - RFP - 10-JLH-
-	MitCA #107EN-MTV12008-0212
-	SLCSB ITB 13-21
-	US Communities #1101149
-	SLCSB ITB 13-21
-	SLCSB ITB 13-21
-	SLCSB ITB 13-21
-	CCPS Bid#33-9/10 REF# C01006
-	SLCSB ITB 13-21
-	SLCSB ITB 13-21
-	SLCSB ITB 13-21
-	CCPS Bid#33-9/10
-	SLCSB ITB 13-21
-	SLCSB ITB 13-21
-	SLCSB ITB 13-21
-	FS Contract #420-420-10-1
-	SLCSB ITB 13-21
-	SLCSB ITB 13-21
-	TCPN Contract# R142104
-	SLCSB ITB 13-21
-	SLCSB ITB 13-21
-	No Bid/RFP Exists



Requisitions - NEW

- Please add the following line items to indicate shipping charges:
 - no shipping charge or
 - includes estimated shipping @ \$X
- Requisition **must include** the above for all purchases of goods.

Fixed Asset Purchases

- IF you are purchasing an asset over \$1,000, please remember to use the YDA layout.

Requisition Master Information - WF\PU\MR\RE\RQ - 10740 - 05.14.06.00.05 - Windows Internet Explorer

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 020 - Palm Point K-8

Fiscal Year: 2013 - 2014 July 1, 2013 - June 30, 2014

☐ Account allocation by total requisition amount (YMA).

☒ Account allocation by each requisition detail line (YDA).

Save and Add Detail

Save and Mass Add Detail

Save and Import Detail Lines

Back

Requisition Information

* Description:

* Vendor:

* Ship To: PALM POINTE 10680 ACADEMIC WAY PORT ST. LUCIE FL 34987

Invoice To: (Default) St. Lucie Public Schools 4204 Okeechobee Rd. Ft. Pierce, FL 34947

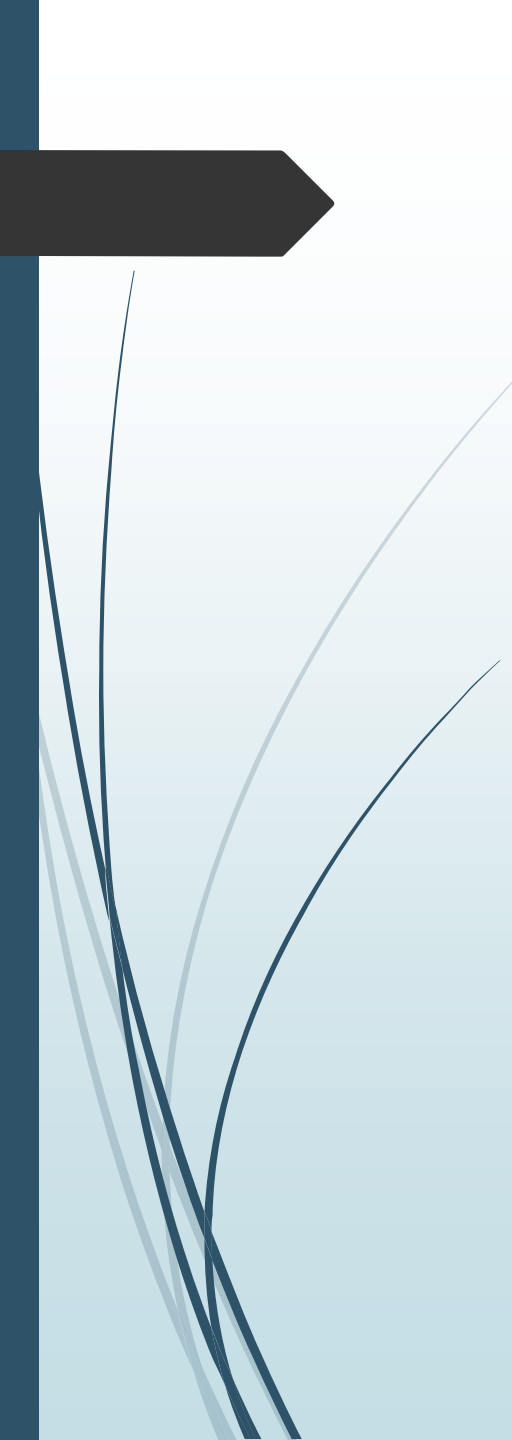
Attention: KIMBERLY ALBRITTON

* Due Date: 08/05/2014 Tuesday

Ship Date: 08/05/2014 Tuesday

Ship Via:

Contract:



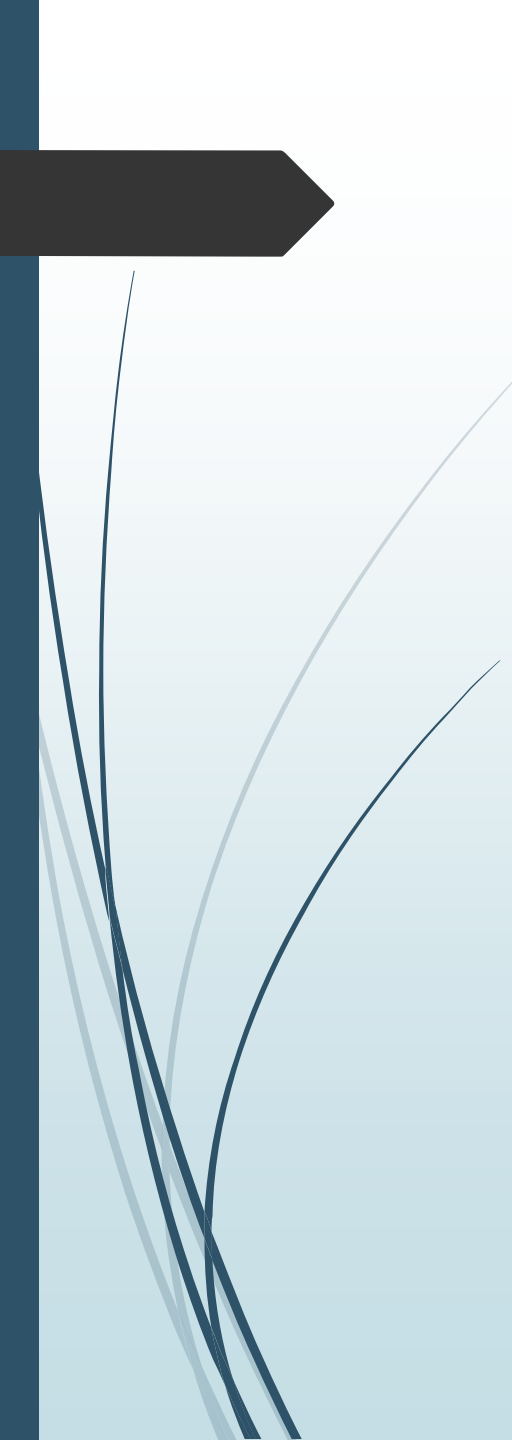
Fixed Assets

- The District is required to maintain an inventory of all assets with a value of \$1000 or more.
- Includes **purchased** and **donated** assets.
 - Purchased includes SBAA accounts
- If your site acquires an asset over \$1000 (outside of the requisition process), please contact Jon or Kim.
 - You will be sent information so we can tag the asset and add to the data base.
 - We can also assist you with a donation receipt letter, if necessary.



Fixed Asset Inventory

- Once a year, we will come to your site to inventory all assets over \$1000.
- We will also come if there is a change in Leadership or an issue (i.e. missing instruments).
- Don't forget, if you transfer an asset to another site, fill out asset transfer paperwork.



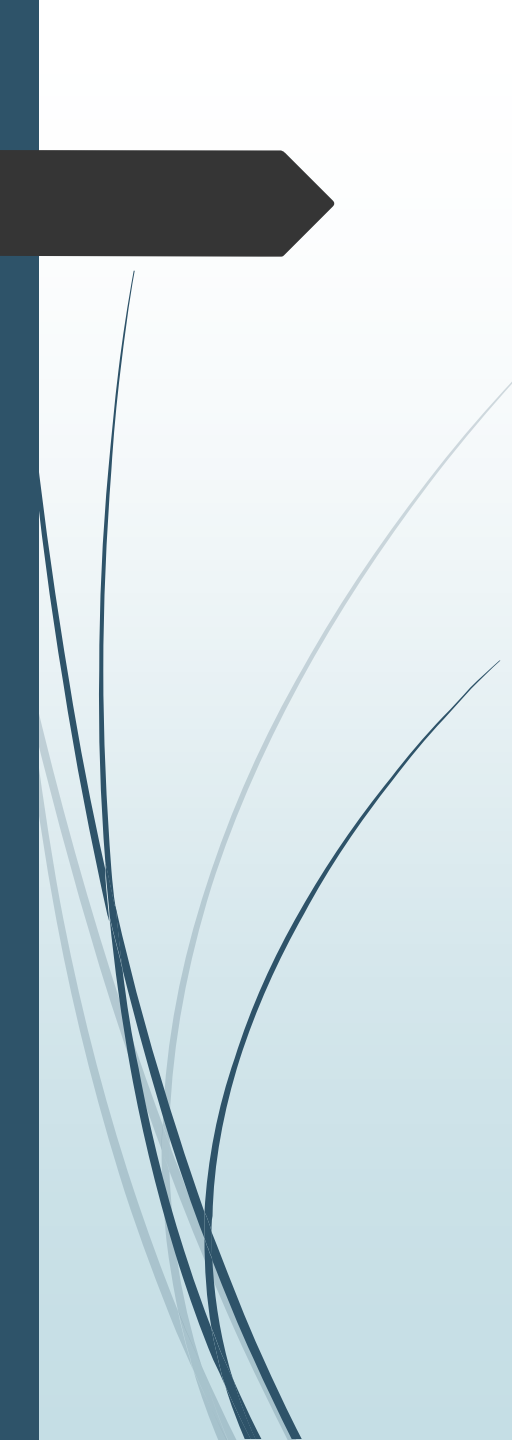
Responsible Spenders of Taxpayer Money

- Since we are funded thru taxes, we have a responsibility to buy goods and services as economically as possible.
- The Purchasing Department issues, and utilizes hundreds of competitively bid contracts. The contracts often offer discounts of over 50% what a person could buy on their own.
- We have Purchasing Power – meaning we buy A LOT of specific items, so companies are willing to sell to us for a discount.



Sample of Contract Available to You

- Enterprise Rental Car – rates of \$25.50/day (including insurance and roadside assistance).
- Beverage Vending Services – ALL sales = Commissions
- Charter Bus Services
- Painting (Hourly rates as low as \$18/hr)
- Shredding/Document Storage – Pennies on the dollar as compared to other services) – Contact Kim or David Jasa for more info
- Two Way Radios & Service
- Instructional Materials!!

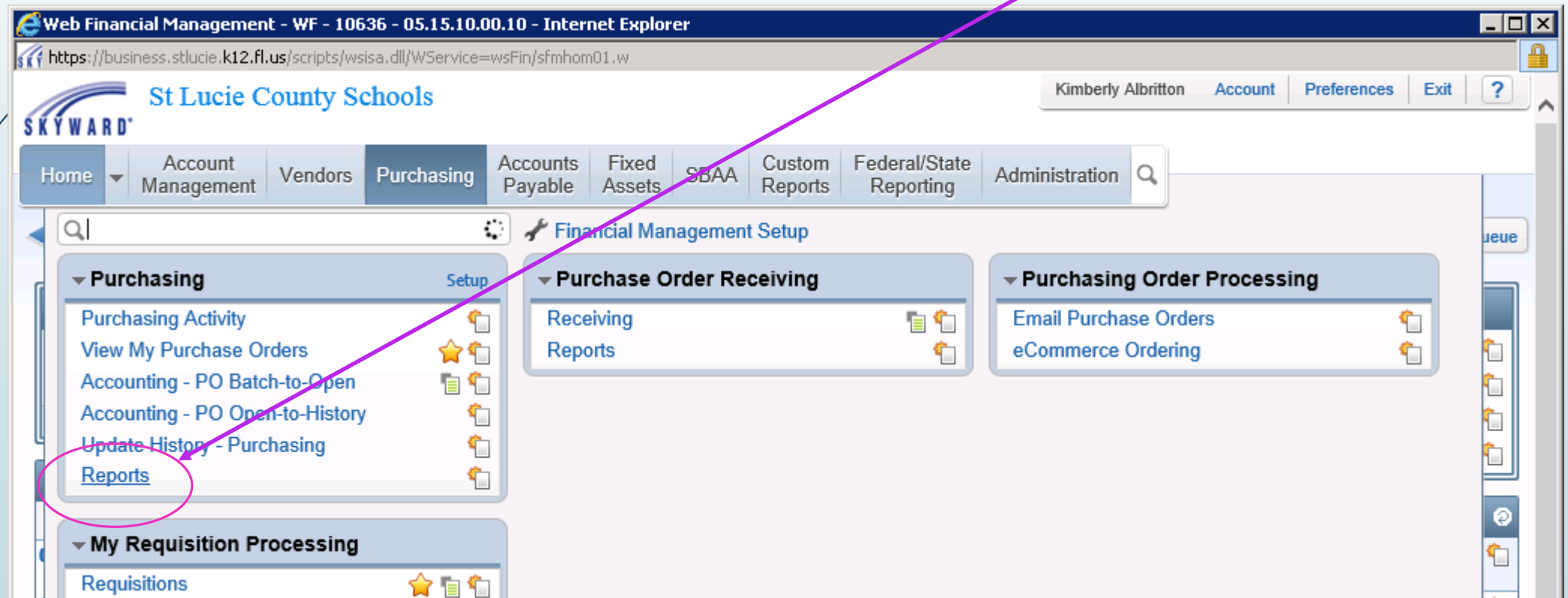


Instructional Materials Discounts

- Coke's Stationers – 44% discount on supplies
- Tylander's – 42% general discount
- Sargent-Welch/VWR – 33% discount on science supply/equipment
- samples of the many companies to choose from when purchasing instructional materials. These items *MUST* be purchased on a competitive bid.

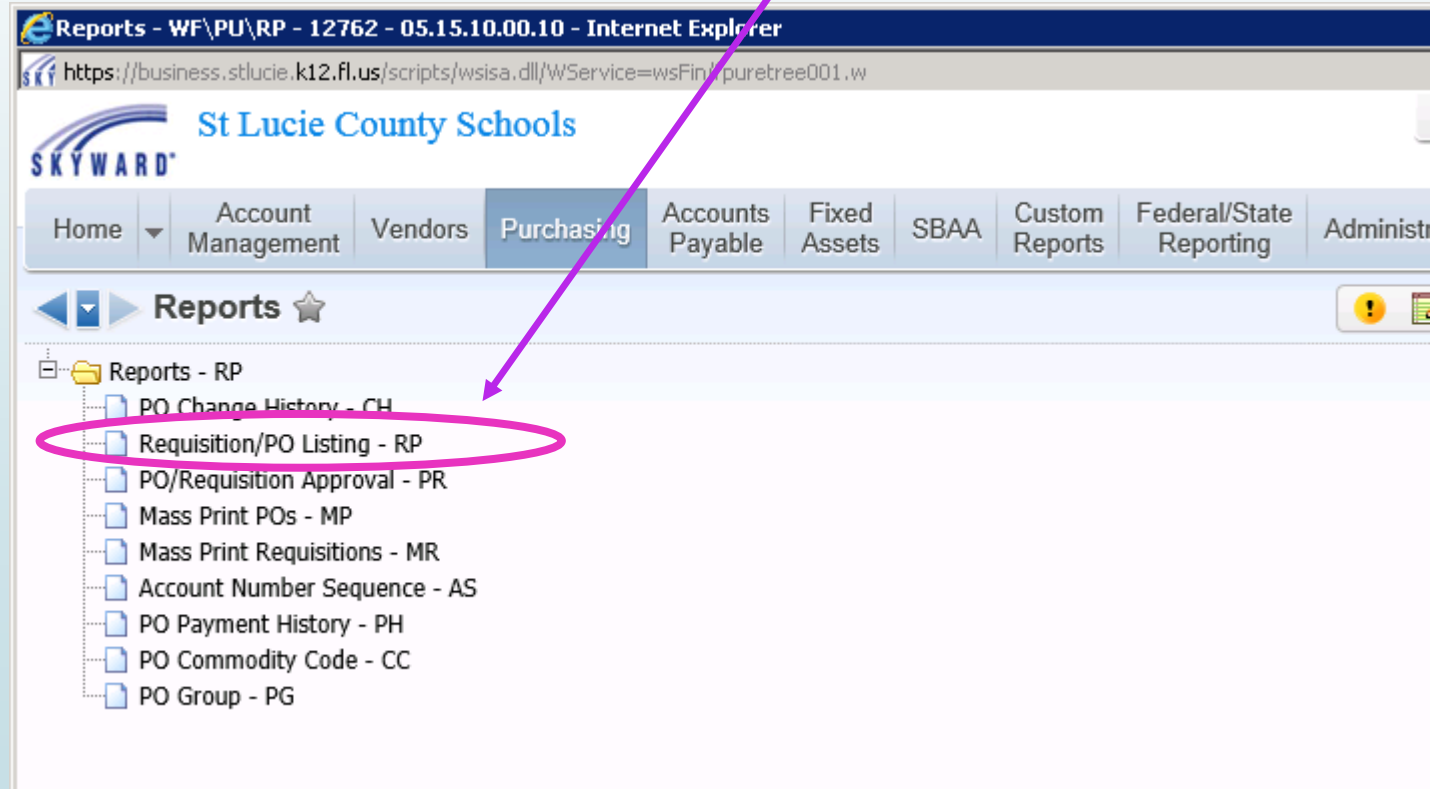
Open PO Report

- Click Financial Management/Purchasing. Then click Reports under purchasing:



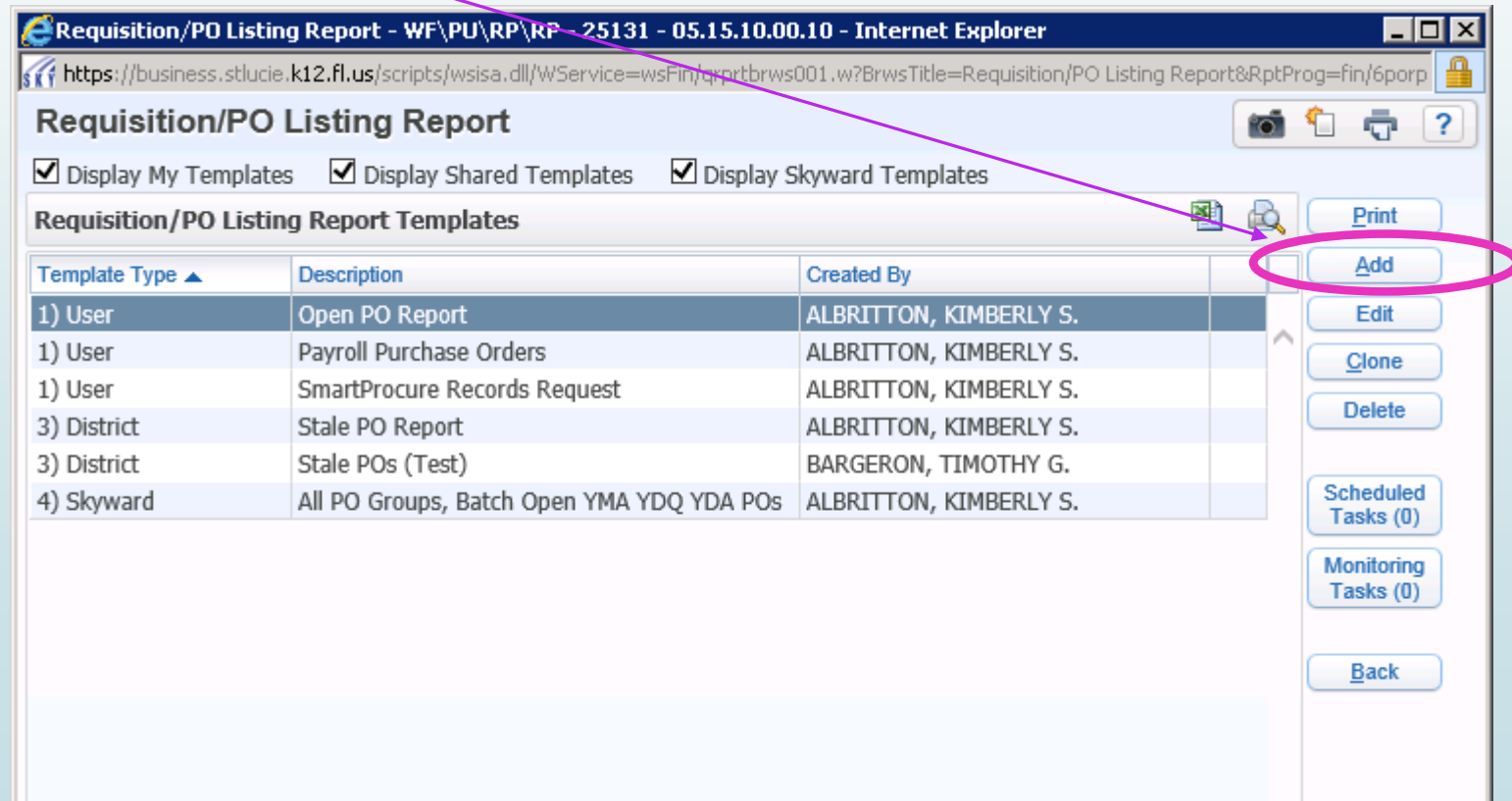
Open PO Report

➡ Now, Click PO/Requisition Listing – RP



Open PO Report

➡ Click Add



Requisition/PO Listing Report - WF\PU\RP\RP - 25131 - 05.15.10.00.10 - Internet Explorer

https://business.stlucie.k12.fl.us/scripts/wsisa.dll/WService=wsFin/qxprtbrws001.w?BrwsTitle=Requisition/PO Listing Report&RptProg=fin/6porp

Requisition/PO Listing Report

☒ Display My Templates ☒ Display Shared Templates ☒ Display Skyward Templates

Requisition/PO Listing Report Templates

Template Type ▲	Description	Created By
1) User	Open PO Report	ALBRITTON, KIMBERLY S.
1) User	Payroll Purchase Orders	ALBRITTON, KIMBERLY S.
1) User	SmartProcure Records Request	ALBRITTON, KIMBERLY S.
3) District	Stale PO Report	ALBRITTON, KIMBERLY S.
3) District	Stale POs (Test)	BARGERON, TIMOTHY G.
4) Skyward	All PO Groups, Batch Open YMA YDQ YDA POs	ALBRITTON, KIMBERLY S.

Buttons: Print, Add, Edit, Clone, Delete, Scheduled Tasks (0), Monitoring Tasks (0), Back

Open PO Report

- Name the Report – Open PO Report Report – SCHOOL XYZ
- Record Types – select Batch and Open, uncheck everything else
- PO Group – You do not need to select a group. It will default to your center.

The screenshot shows a web application titled "Requisition/PO Listing Report Ranges" running in Internet Explorer. The interface is divided into several sections:

- Template Settings:** Includes a text field for "Template Description" set to "School Open PO Report", and checkboxes for "Share with other users in the district" and "Print Greenbar". Buttons for "Save", "Save and Print", and "Back" are on the right.
- Selection Sorting:** Features a "Sequence" dropdown set to "PO Number", a "PO Group" dropdown set to "020" with "Palm Point K-8" selected, and an unchecked checkbox for "All PO Groups".
- Record Type(s):** A grid of checkboxes where "Batch" and "Open" are checked, and all other options (Requisitions, Denied Requisitions, Suspended Requisitions, Reoccurring, Reversals, History, Suspended POs) are unchecked.
- PO Layout(s):** A grid of checkboxes where "YMA", "YDA", "YDQ", and "NMA" are checked.
- Filter Values:** A table with "Low" and "High" columns for various fields: PO Number, Batch Number, Vendor Key, Date Entered, Date Due, Fiscal Year, Project Number, Contract Number, User Defined #1, #2, and #3. At the bottom are dropdowns for "Detail Lines", "Liquidation Status", and "PO Origin".

Open PO Report Results

business.stlucie.k12.fl.us/scripts/wsisa.dll/WService=wsFin/qdirconfig002.p?destination - Internet Explorer

business.stlucie.k12.fl.us/scripts/wsisa.dll/WService=wsFin/qdirconfig002.p?destinationPage=0x0000000000099786&dwd=81672&duserid=kall11271&Browser=IE&BrowserPlatform=Win32&mfwOpenAttachment=true&asAttach=nc

3porpt01.p 70-2
05.15.10.00.00

St. Lucie County School Board
Requisition/PO Listing

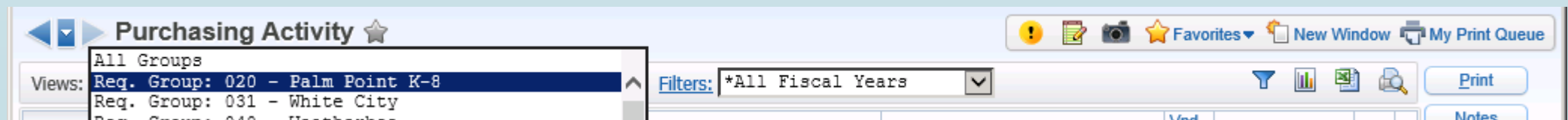
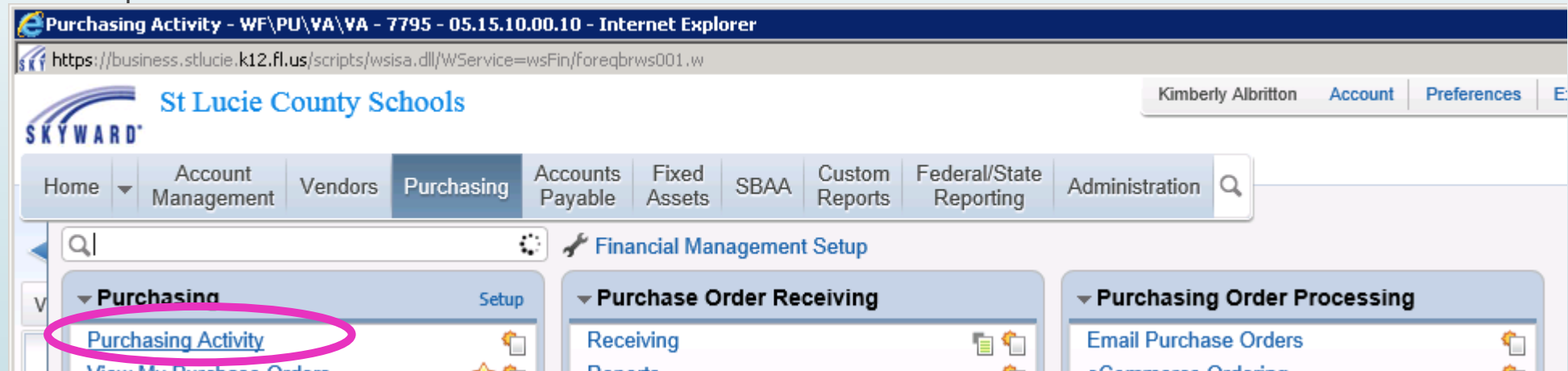
02/05/16

Page:1
3:45 PM

P.O. NUMBER	BATCH #	VENDOR KEY	VENDOR NAME	PO DESCRIPTION	PROJ/GRANT	CONTRACT #	STATUS	ENT DATE	DUE DATE	LQ	PO AMOUNT
0201500134	23	STAPLES 009	STAPLES ADVANTAGE	Technology		Staples	OPEN	10/23/2014	10/23/2014	L	270.00
0201500352	12	STAPLES 009	STAPLES ADVANTAGE	A+ Piccoli		Staples	OPEN	05/12/2015	05/11/2015	P	78.34
0201500387	18	STAPLES 009	STAPLES ADVANTAGE	A+ Polanco		Staples	OPEN	05/18/2015	05/18/2015	P	81.65
0201600056	09	MAX DAVI001	MAX DAVIS ASSO. INC	Copiers - Click Charges			OPEN	07/09/2015	07/08/2015	P	5,000.00
0201600063	14	PITPUR 001	PITNEY BOWES PURCHASE POWER	Postage Machine - Lease			OPEN	07/14/2015	07/08/2015	P	708.00
0201600082	29	HUSTON C000	HUSTON COMMERCIAL INTERIORS	Chair Cynlinder			OPEN	07/29/2015	07/29/2015	L	65.00
0201600087	03	STAPLES 009	STAPLES ADVANTAGE	Royle		Staples	OPEN	08/03/2015	07/31/2015	P	99.30
0201600098	10	100B00 000	AMERICAN READING COMPANY	PD & School Pace			OPEN	08/10/2015	08/03/2015	P	17,500.00
0201600099	06	WALMAR 003	WAL-MART	ESE			OPEN	08/06/2015	08/06/2015	L	72.08
0201600102	10	TECRRE 000	TEACHER CREATED RESOURCES	Callejas			OPEN	08/10/2015	08/06/2015	L	43.43
0201600110	12	STAPLES 009	STAPLES ADVANTAGE	Hearl		Staples	OPEN	08/12/2015	08/10/2015	P	29.30
0201600122	18	MAX DAVI001	MAX DAVIS ASSO. INC	Copier - Lease			OPEN	08/18/2015	08/17/2015	L	3,753.53
0201600126	25	GRAING 000	GRAINGER	Badge Holders			OPEN	08/25/2015	08/24/2015	L	300.00
0201600142	18	FLATUN 000	FLORIDA ATLANTIC UNIV	ADM Fee for TCUS			OPEN	08/31/2015	08/31/2015	P	160,990.80
0201600146	03	ELECTRON000	ELECTRONACA INC.	Technology Infrastructure			OPEN	09/03/2015	09/01/2015	L	149,096.00
0201600147	03	PRECOR 000	PRESIDIO NETWORKED SOLUTIONS	Technology Infrastructure			OPEN	09/03/2015	09/01/2015	P	44,920.50
0201600158	10	STAPLES 009	STAPLES ADVANTAGE	Supply		Staples	OPEN	09/10/2015	09/10/2015	P	51.63
0201600187	14	STIPEND 000	STIPEND REQUEST	Title I Stipend - 50 teachers - Collaborative Planning/PD			OPEN	10/14/2015	10/07/2015	L	5,310.98
0201600188	14	STIPEND 000	STIPEND REQUEST	Title I Stipend/Parent Workshops			OPEN	10/14/2015	10/07/2015	L	4,705.56
0201600189	14	STIPEND 000	STIPEND REQUEST	MS Tutoring Camp			OPEN	10/14/2015	10/08/2015	L	1,866.14

Digging into the Info (PO REPORT)

- Click Purchasing, then click Purchasing Activity. If you don't have this, select View My Purchase Orders. (and let me know)
- If you have more than one center, select the Req. Group from the View drop down.



Digging into the Info (PO REPORT)

- Bottom right hand corner, enter the PO number you found on your open PO Report

Purchasing Activity - WF\PU\VA\VA - 7795 - 05.15.10.00.10 - Internet Explorer

https://business.stlucie.k12.fl.us/scripts/wsisa.dll/WSFin=wsFin/foreqbrws001.w

St Lucie County Schools

Kimberly Albritton Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Fixed Assets SBAA Custom Reports Federal/State Reporting Administration

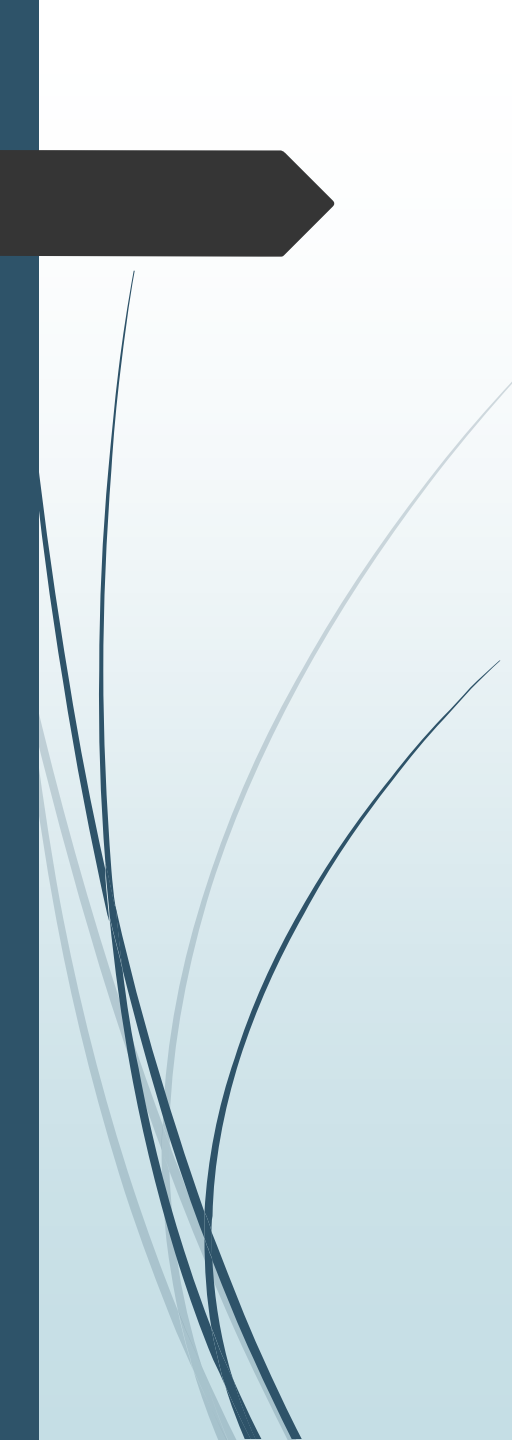
Purchasing Activity

Views: Req. Group: 020 - Palm Point K-8 Filters: *All Fiscal Years

PO Number	Req Number	Status	Batch Number	Description	Vendor Name	Vnd St	Amount	Ente
▶ 0201500136	0000865163	HIS	31	4th Gr. Florida Studies	AMERICAN LEGACY PUBLISHIN...	UT	830.06	WRI
▶ 0201500135	0000860278	HIS	29	Lloyd, C	STAPLES ADVANTAGE	FL	14.29	WRI
▶ 0201500134	0000860006	APPO	23	Technology	STAPLES ADVANTAGE	FL	270.00	WRI
▶ 0201500133	0000860003	HIS	23	Enoch	OFFICE DEPOT INC	FL	50.98	WRI
▶ 0201500132	0000860001	HIS	23	Lloyd/Kindred	STAPLES ADVANTAGE	FL	126.20	WRI
▶ 0201500131	0000859997	HIS	23	Lloyd, C	OFFICE DEPOT INC	FL	11.71	WRI
▶ 0201500130	0000859990	HIS	23	PE	US GAMES	TX	66.15	WRI
▶ 0201500129	0000859837	HIS	20	Toner	STAPLES ADVANTAGE	FL	640.54	WRI
▶ 0201500128	0000859654	HIS	16	Band 2014-15	MUSIC MAN, INC	FL	2,364.00	WRI
▶ 0201500127	0000854554	HIS	13	Instructional Materials	ASCD	MD	719.95	WRI
▶ 0201500126	0000854552	HIS	13	Instructional Materials	LESSONPOP, INC	FL	330.00	WRI
▶ 0201500125	0000854363	HIS	07	Instructional Materials	CORWIN PRESS, INC.	CA	503.10	WRI
▶ 0201500124	0000854359	HIS	07	Instructional Materials	AIMS EDUCATION FOUNDATION	CA	449.73	WRI
▶ 0201500123	0000854353	HIS	07	Instructional	HEINEMANN PROFESSIONAL	IL	827.20	WRI
▶ 0201500121	0000854319	HIS	07	Iseman Renewal	FASA	FL	500.00	WRI
▶ 0201500120	0000854317	HIS	07	Perez Member #1860321 Renewal	ASCD	MD	239.00	WRI
▶ 0201500119	0000854299	HIS	07	Pagano	STAPLES ADVANTAGE	FL	92.52	WRI
▶ 0201500118	0000854298	HIS	13	Santoro	OFFICE DEPOT INC	FL	116.39	WRI
▶ 0201500117	0000854027	HIS	30	Miss Snyder	PERFORMANCE MATTERS LLC	FL	330.00	WRI
▶ 0201500116	0000849089	HIS	26	Admin	STAPLES ADVANTAGE	FL	34.80	WRI
▶ 0201500115	0000848920	HIS	23	Kuba/Tang Hawthorne Educational	HAWTHORNE EDUCATIONAL SER.	MO	306.00	WRI
▶ 0201500114	0000848908	HIS	23	Admin-Reading/LA/Literacy Fax: 805-499-0871 or 800-583-2665	SAGE PUBLICATIONS, INC	CA	265.50	WRI

500 500 records displayed

PO Number: 0201500134



Digging into the Info (PO REPORT)

- Click the arrow on the left of the PO Number (to expand the information)
- The expanded view will provide the following areas
 - Master PO Information (i.e. when last printed, emailed, last updated, etc)
 - Line Items
 - Accounts
 - Approvals
 - Receiving Records
 - Invoices
 - Balance (what is paid what is remaining)
 - Notes
 - Change history



Home

Account
Management

Vendors

Purchasing

Accounts
PayableFixed
Assets

SBAA

Custom
ReportsFederal/State
Reporting

Administration



Purchasing Activity



Favorites



New Window



My Print Queue

Views: Req. Group: 020 - Palm Point K-8

Filters: *All Fiscal Years



Print

PO Number

Req Number

Status

Batch
Number

Description

Vendor Name

Vnd
St

Amount

Entered By

%
DiscApprove
Date

Notes

**Attach

Master

Vendor: STAPLES ADVANTAGE
2305 SW 32ND AVE BLDG L
PEMBROKE PARK, FL 33023Ship To: PALM POINTE
10680 ACADEMIC WAY
PORT ST. LUCIE, FL 34987

Group: (020) Palm Point K-8

Attention: JENNIFER WRIGHT

Entered Date: 10/23/2014

Due Date: 10/23/2014

Fiscal Year: 2015 - 2016

Ship Date: 10/23/2014

Batch Number: 23

Ship Via:

Accounting: Account allocation by total PO/Requisition amount.

Ecommerce PO/Req: NO

Origin: Budgetary

Vendor PO/Req Discount %:

Project/Grant:

Ordered: NO

Contract: Staples

Printed: YES (Last Printed: 11/10/15)

Last Updated: 10/23/2014

Emailed: YES (Last Emailed: 10/23/14)

Invoice To: (Default) St. Lucie Public Schools 4204 Okeechobee Rd. Ft. Pierce, FL 34947-5414

Notes: NO

of Line Items: 3

Attachments: YES

of Accounts: 1

Credit Card Trans: NO

Liquidation: Pending

Blanket PO: NO

Approve/Deny Date: 10/23/2014

Line Items

Line Nbr.	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Line Type
100	3259	QUESTIONS CONTACT Jennifer Wright @ 772-345-3259					Narrative
110		Transfer Roll for Dell 5310 Printer mfg 40x0130	10	each	27.00000	270.00	Merchandise
120		Please see attached quote #1357522					Narrative

Accounts

* Designates accounts that are over budget

Account

Acct. Amt.

Acct. Pct.

Exclude from Invoices

1200E5100 5100 0020 10100 00000 00000

\$270.00

100.00%

Approvals

500

500 records displayed

PO Number: 0201500134

Purchasing Activity

Views: Req. Group: 020 - Palm Point K-8 Filters: *All Fiscal Years

PO Number	Req Number	Status	Batch Number	Description	Vendor Name	Vnd St	Amount	Entered By	% Disc	Approve Date	Print	Notes	**Attach
-----------	------------	--------	--------------	-------------	-------------	--------	--------	------------	--------	--------------	-------	-------	----------

Accounts

* Designates accounts that are over budget

Account	Acct. Amt.	Acct. Pct.	Exclude from Invoices
1200E5100 5100 0020 10100 00000 00000	\$270.00	100.00%	

Approvals

Approval History View All

Date	Time	Action	Type	Name/Note
10/23/2014	1:41:04 PM	Approved	PO Group: Level 2	BROWN, PAMELA Approved by PAMELA BROWN, 020 Palm Point K-8, Level 2. Date: 10/23/2014 Time: 1:41:03 PM
10/23/2014	1:07:21 PM	Approved	PO Group: Level 1	SNYDER, DEBRA A Approved by DEBRA A SNYDER, 020 Palm Point K-8, Level 1. Date: 10/23/2014 Time: 1:07:20 PM

Receiving Records

No Receiving Information exists for this Requisition/PO.

Invoices

There are no Invoice records for this Purchase Order.

Balance

Encumbered	Liquidated	Adjusted	Remaining
270.00	0.00	0.00	270.00

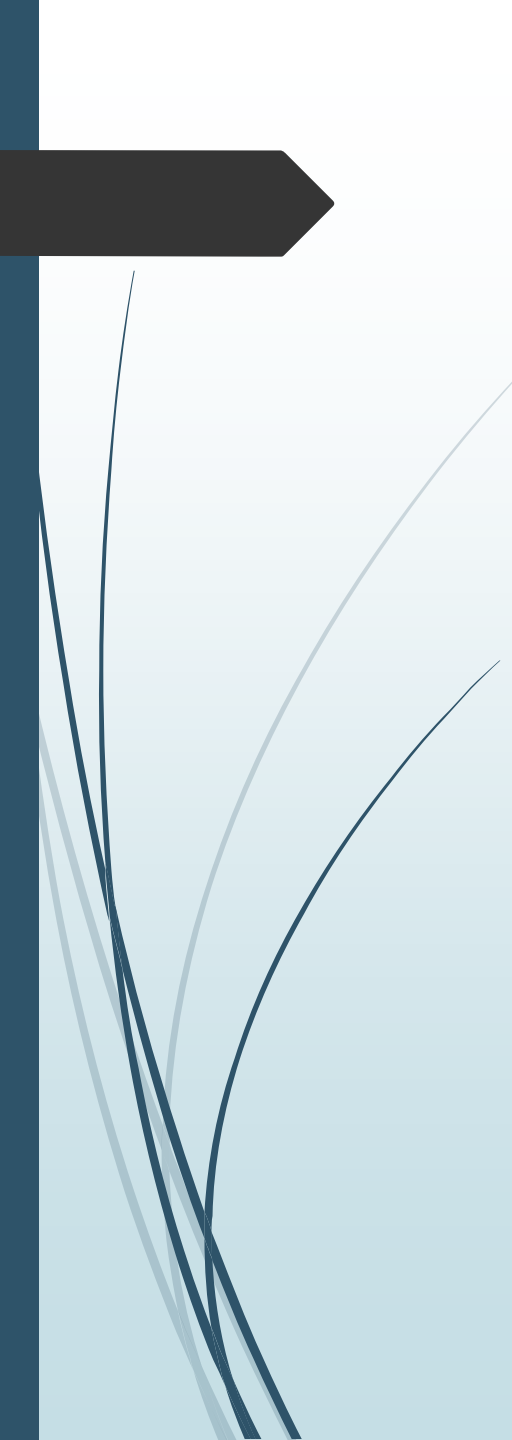
Notes Add Notes

No Notes exists for this PO/Requisition.

Print/Email History View Print/Email History

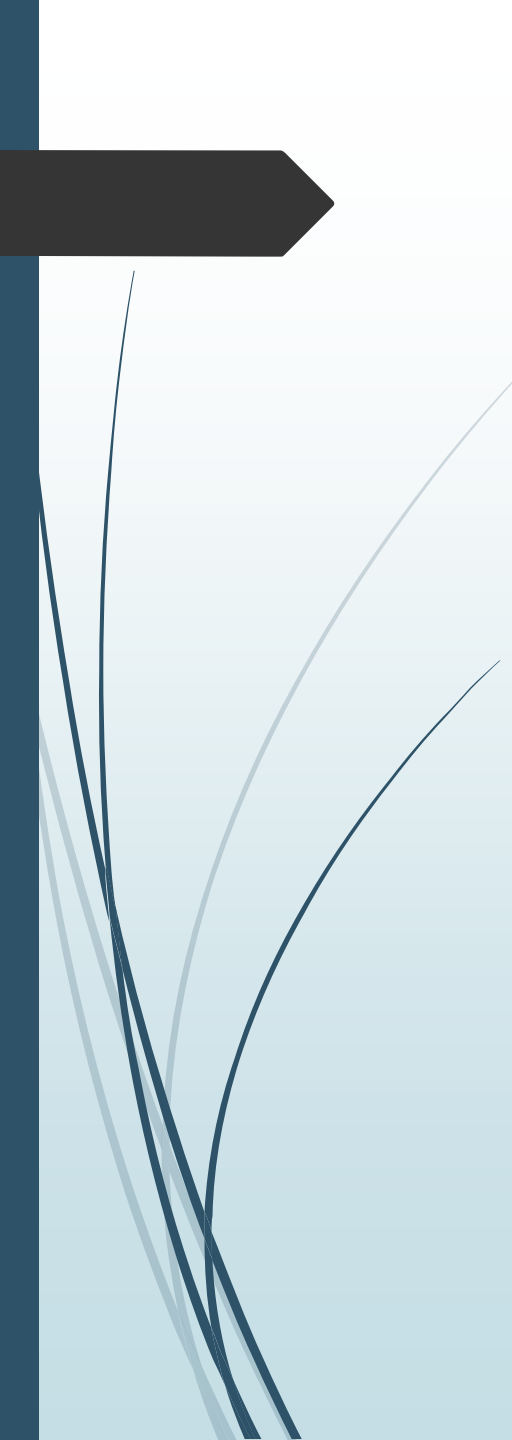
Change History View Change History

Date	Time	Table Desc	Process	Field Desc	Orig Value	New Value	Changed By	Field Type	Table Name	Field Name
11/10/2015	1:15:04 PM	PO/REQ MASTER	Change	PO PRINTED	no	yes	BRACK, DEBORAH M	logical	FFPOPM-PO-MASTER	FFPOPM-PRINTED
07/14/2015	5:44:02 PM	PO/REQ MASTER	Change	FISCAL YEAR	2,014	2,015	THOMAS, MICHELLE C	integer	FFPOPM-PO-MASTER	FFPOPM-FIS-YR



Digging into the Info (PO REPORT)

- Once you review the info determine the following
 - Should this PO remain open?
 - If Yes, leave alone. If no, contact Pam or Donna
 - Did we miss a shipment?
 - Great area to check when trying to close out Title I Purchases at year end
 - Was this in error?
 - If so, contact Purchasing to close/correct
 - Should this have been paid?
 - Contact Accounts Payable to see why it hasn't (keep in mind payment info is included in the drop down....check there first)



Why do you care?

- When a PO is issued in Skyward, what one thing does it hold hostage?

- BUDGET

Purchasing Website

- Why do I care?
 - You want to use a vendor to provide a good or service
 - Someone asks you to fill out a credit application (you say NO, BTW)
 - A vendor needs an application
 - Someone wants to buy our old junk

Purchasing

Home

Purchasing

- [About Us](#)
- [Contact Us](#)

Open Bidding Opportunities

[Open Bids /](#)

FOLDER/FILE ▼

OCCUPATIONAL AND PHYSICAL THERAPY SERVICES REP 16-08

Mission

The Purchasing Department:

1. Supports the instructional and educational goals of St

Vendors

- Vendor Applications are fully electronic
- All information, forms, insurance can be uploaded on the site.
- Application is sent to Purchasing.

The screenshot shows a web browser window with the URL www.stlucie.k12.fl.us/departments/purchasing/vendor-application/. The page has a blue header with navigation links: Home, Our District, Parents & Students, Our Schools, Employees, and Departments. The 'Departments' link is active. Below the header, the page title is 'Vendor Application'. The main content area is a form titled 'Vendor Application' with the following sections:

- Application Type (required)**: Radio buttons for 'Add New Vendor' and 'Update Existing Vendor'.
- Vendor Type (required)**: Radio buttons for 'SBAA Vendor' and 'District Vendor'.
- This vendor provides (required)**: Radio buttons for 'Goods' and 'Services'.
- District Sponsor (required)**: A text input field with a placeholder: 'Please enter the name of the District personnel requesting that your business be setup as a vendor.'
- Sponsor Department (required)**: A text input field with a placeholder: 'Please enter the name of the School or Department where the sponsor is located.'
- Description of Goods/Services offered by Vendor (required)**: A large text area.
- Upload all required files (required)**: A section with a 'No file selected' button, a 'Browse...' button, and an 'Add more files' button.

On the right side of the page, there is a sidebar with a list of announcements and news items, each with a small circular image and a date.

Credit Applications

- How many of you are asked to complete a credit application?
 - Say NO! We should not need to fill those out.
- Instead, send them to the Credit Letter link on the Purchasing site.



To Credit Department

The School District of St. Lucie County is a political subdivision of the State of Florida established by the State Constitution; and has been in existence since July 5, 1905. The District is governed by the School Board, (five members) of which are elected at large by the citizens of St. Lucie County.

The Chief Executive Officer is the Superintendent of schools, E. Wayne Gent.

The Chief Financial Officer is Michelle Thomas.

The person responsible for accounts payable is Director of Financial Reporting, Jessica Jimenez

1. The District's annual operating budget is \$428,271,144 for FY 2021/2022.
2. The District's FEIN is 59-6000832.
3. The District is exempt from federal excise and Florida Sales and Use tax.
4. Florida Exemption Certificate #: 85-8015082026C-5.

The District has a central purchasing system and purchase orders are required for all purchases.

The District's accounts payable warrants are drawn on Seacoast National Bank, 815 Colorado Avenue, Stuart, FL 34994, (772) 221-2555.

Render invoices for payment to Accounts Payable, 9461 Brandywine Lane, Port St Lucie, FL 34986 or to accounts.payable@stlucieschools.org.

The District's accounts payable are satisfied in accordance with the Florida Prompt Payment Act, Chapter 218.70 Florida Statutes.

Of the 5,000 nationwide vendors with which we do business, we offer the following as references:

Grainger, P.O. Box 419267, Kansas City, MO 64141-6267, (847)-647-2060
Dell Computer, One Dell Way, RR 8 Box 16, Round Rock, TX (512)728-0691
Tylanders Office Solution, 3803 Crossroads PKWY, Fort Pierce, FL 34945, (772) 464-0450

We hope that this information will be sufficient to allow you to extend credit. If you have any additional concerns or questions, please contact Kim Albritton, Director Financial Operations @ 772-429-3980.