



District School Board of Pasco County

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Heather Fiorentino, Superintendent

www.pasco.k12.fl.us

Department of Purchasing
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June 20, 2008

MEMORANDUM

TO: Bookkeepers - All Schools
FROM: Debra Reaves, Buyer Assistant, Ext. 42219
RE: Books: Bid #08-108-DR

Please note we now have a book bid for purchasing miscellaneous supplemental books (in-out of print, hard back, soft back, etc.) for District wide use. These book purchases are not textbooks or major library book purchases. They are supplemental reading materials for curriculum or professional development use. This is the first year of a three-year agreement. The first year of the contract is effective through May 6, 2009. Terms and Conditions: B211.

When ordering textbooks with a purchase order or calling in an order with your purchasing card, you will need to fax the vendor a list of books, requesting the manufacturer's list price first. After receiving your written quote, then you may type up your requisition or call in the order with your Procurement card. If you are doing a requisition, send the written quote to Purchasing for approval. When ordering with a procurement card, clip the quote to the receipt when sending it over to Accounts Payable. Please note: There are no discounts for "On-Line" orders.

If you have any questions, please do not hesitate to Debra at extension 42219.

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