



District School Board of Pasco County

20430 Gator Lane • Land O' Lakes, Florida 34638 • 813/ 794-2221

Heather Fiorentino, Superintendent


www.pasco.k12.fl.us

Department of Purchasing
Kendra Goodman, CPPO, CPPB, Purchasing Agent
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December 7, 2010

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent 

SUBJECT: Permission to Place Purchase Order
International Baccalaureate North America for Land O' Lakes High School

We are requesting permission to place a purchase order to International Baccalaureate North America (IBO) for Land O' Lakes High School in the amount of \$57,372. This expenditure, to be paid with general International Baccalaureate internal school funds, will cover 108 registration fees at \$141.00 each, and 439 registration fees per subject at \$96.00 each.

Per Florida Administrative Rule 6A-1.012(11)(b), IBO is the publisher and producer of these curriculum materials. This purchase is therefore considered sole source and is exempt from the District's bidding procedure.

Please feel free to call me if you have any questions or concerns.

KDG/az



DISTRICT SCHOOL BOARD OF PASCO
AUTHORIZATION FOR PURCHASE FROM INTERNAL ACCOUNTS
CHECK REQUISITION/PURCHASE ORDER REQUEST
 (Sales Tax Exempt #61-00-026783-53C)

MIS Form #172
 Rev. 7/03

Vendor: International Baccalaureate
P.O. Box 5950
New York, NY 10087-5950

Ship invoice and materials to:
Land O'Lakes High School
20325 Gator Lane
Land O'Lakes, FL 34638
 Attn: Anita Snider

~~P.O.~~ 10268
 Date: 11/17/10
 Ordered by: H. Rockhill
 Dept: IB Funds
 Date needed: 12/15/10
 Ship via: _____

Fax number: _____
Ric Mellis
Approved by Principal

Funds requested for: Registration and Examination fees for 2010 - 2011 school year

Disposition:

Reimbursement Bill school account Payment included
 Other (explain) _____

This order not to exceed _____ Teacher Signature Anita Snider
 If the actual payout amount exceeds the approved order amount by more than 5%, the higher amount approved by the principal prior to payment. Dept. Head Signature Holly Rockhill

INSTRUCTIONS TO VENDOR:

This form must be signed by the school

Quantity Requested	Bid or Catalog No.	Description	Unit Price	Total Cost
108		Registration fees	\$141.00	\$15,228.00
439		Registration fees per subject	\$96.00	\$42,144.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$57,372.00
				TOTAL

Acknowledgement of receipt of goods or services:
 All goods or services under this order were received in good condition on ____ / ____ / ____ By: _____
 DISTRIBUTION: Original - Vendor; Canary - Bookkeeper; Pink - Originator Signed