

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

813/ 794-2221 Fax: 813/ 794-2111 727/ 774-2221 TDD: 813/ 794-2484

352/ 524-2221 e-mail: kgoodman@pasco.k12.fl.us

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

Date/Time: December 1, 2010 10:32:00



DISTRICT SCHOOL BOARD OF PASCO

MIS Form #172 Rev. 7/03

AUTHORIZATION FOR PURCHASE FROM INTERNAL ACCOUNTS CHECK REQUISITION/PURCHASE ORDER REQUEST

(Sales Tax Exempt #61-00-026783-53C)

P.O. Box 5950 20325 Gator Lane Land O'Lakes, FL 34638 Attr: Anita Snider Drate: 11/17/10 Ordered by: H. Rookhill Dept: 18 Funds Date needed: 12/15/10 Ship via: Date needed: 12/15/10 Date n	Vendor: International Baccalaureate		Ship invoice and materials to: Land O'Lakes High School				P. VEG 10268		
Attn: Anita Snider Dept: #B Funds Date needed: 12/15/10 Ship via: Approved by Principal Funds requested for: Registration and Examination fees for 2010 - 2011 school year Disposition: Reimbursement Other (explain) This order not to exceed If the actual payout amount exceeds the approved forder amount by more than 5%, the higher amount approved by the principal prior to payment INSTRUCTIONS TO VENDOR: This form must be signed by the school Quantity Requested Registration fees Registration fees Registration fees per subject Registration fees per subject Phono Cost Fund Fund Cost	P.O. Box 5950			20325 Gator Lane					
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