

OKALOOSA COUNTY SCHOOL DISTRICT

Department Staffing Chart

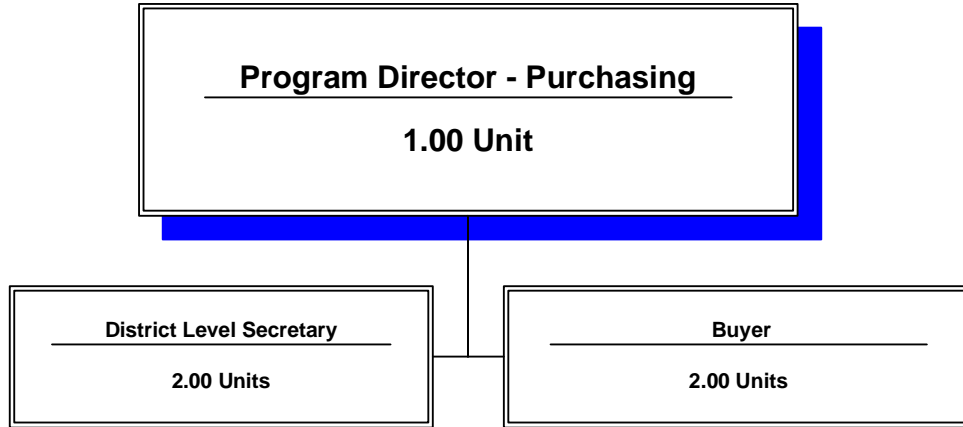
Purchasing

Cost Center: 9014

Fiscal Year 2004-2005



Staffing Chart



**OKALOOSA COUNTY SCHOOL DISTRICT
DISTRICT LEVEL - COST CENTER BUDGETS
FISCAL YEAR 2004-2005**

DEPARTMENT: Purchasing

COST CENTER: 9014

COST CENTER DESCRIPTION:

Assistance to schools with large purchases, operation of buyer system to ascertain best price/best value, administers the purchasing system for district departments.

FUND SOURCE: Unrestricted - General Operating Fund

APPROPRIATIONS AND STAFFING:

APPROPRIATIONS				
Object Group Number	Object Group Name	Original 2003-2004 Appropriation	2004-2005 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 93,014	\$ 92,822	\$ (192)
	Instructional	-	-	-
	Non-Instructional	178,034	166,250	(11,784)
	Subtotal - Salaries & Benefits	271,048	259,072	(11,976)
300	Purchased Service	19,137	19,237	100
400	Energy Services	-	-	-
500	Materials & Supplies	5,000	5,000	-
600	Capital Outlay	-	-	-
700	Other Expenses	837	977	140
900	Transfers/Reserves	894	892	(2)
	Total Combined Appropriation	\$ 296,916	\$ 285,178	\$ (11,738)

STAFFING			
	2003-2004 Recommendation	2004-2005 Recommendation	# Increase (Decrease)
Administrative/Managerial	1.00	1.00	-
Instructional	-	-	-
Non-Instructional	4.00	4.00	-
Total Staff	5.00	5.00	-

OTHER INFORMATION:

The Program Director - Purchasing is the approving authority for this cost center.

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
2004-2005

COST CENTER NAME: PURCHASING

CENTER NUMBER: 9014

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0330	IN COUNTY TRAVEL Reimburse Program Director and two (2) buyers for use of personal vehicles to schools and departments for credit card training, on-line e-procurement training, and quotes	7760	INTERNAL SVC (PURCH/WAREHOUSE)	\$ 1,200	\$ -	\$ 1,200
0331	OUT OF COUNTY TRAVEL Program Director to attend the FAOPPO Annual Trade Show and Conference for professional development Two (2) Buyers to attend NIGP National Conference for professional development State Contract Workshop Quarterly Chapter Meeting of NIGP	1,500 850 500 <u>300</u>	7760 INTERNAL SVC (PURCH/WAREHOUSE)	 3,150	 - - -	 3,150
0350	REPAIR AND MAINTENANCE Office equipment repair (fax, typewriters, laser printers, etc.)	7760	INTERNAL SVC (PURCH/WAREHOUSE)	250	-	250
0360	LEASE AND RENTAL AGREEMENTS Shared rental of Xerox 5818 copy machine (\$94.75 per month)	7760	INTERNAL SVC (PURCH/WAREHOUSE)	1,137	-	1,137
0370	POSTAGE AND TELEGRAM For 12,000 purchase orders, 25 bids, over 150 quotes, and miscellaneous mail	7760	INTERNAL SVC (PURCH/WAREHOUSE)	5,500	-	5,500
0390	OTHER PURCHASED SVC-PRINT/COPY Legal Ads for RFQ's and RFB's per legal requirements	7760	INTERNAL SVC (PURCH/WAREHOUSE)	4,500	-	4,500
0399	PRINTING AND WAREHOUSE FORMS Window envelopes and pre-printed envelopes Pre-printed 6-Part requisition forms 3-Part partial receiving reports	7760	INTERNAL SVC (PURCH/WAREHOUSE)	3,500	-	3,500

SCHOOL DISTRICT OF OKALOOSA COUNTY
 BUDGET ADJUSTMENT SHEET
 2004-2005

COST CENTER NAME: PURCHASING

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PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0510	SUPPLIES Office supplies for five (5) office personnel, copy paper, computer paper for requisitions and purchase orders, runs, pens, folders etc.	7760	INTERNAL SVC (PURCH/WAREHOUSE)	<u>5,000</u>	<u>-</u>	<u>5,000</u>
0730	DUES AND FEES National Institute of Gov't Purchasing, Inc. Sam's Club Direct for District FASA FAPPO (3 @ \$40) Chapter dues for NICP (3 @ \$30) GFOA	250 130 192 120 90 <u>195</u>	7760 INTERNAL SVC (PURCH/WAREHOUSE)	<u>977</u>	<u>-</u>	<u>977</u>
0984	RESERVE-PERFORMANCE PAY	7760	INTERNAL SVC (PURCH/WAREHOUSE)	<u>-</u>	<u>892</u>	<u>892</u>
	GRAND TOTAL			<u>\$ 25,214</u>	<u>\$ 892</u>	<u>\$ 26,106</u>

**OKALOOSA COUNTY SCHOOL DISTRICT
Department Staffing Summary
Fiscal Year 2004-2005**

Department Name: Purchasing
 Cost Center No.: 9014
 Project Name: Regular Operations - Departments
 Fund Number : 1010
 Project Number: N/A
 Type Funding: Non-Restricted/Non-Categorical

Section A

Current Positions:				
Job Title		# of Positions		Total Cost
Program Director - Non Instructional - 12 Month		1.00		\$ 92,822
District Level Secretary - 12 Month		2.00		70,084
Buyer - 12 Month		2.00		96,166
(A) Total Current Staffing		5.00		\$ 259,072

Section B

Approved Additions, Deletions and/or Changes Since Last Fiscal Year				
Job Title	Type*	# of Positions		Total Cost
(B) Total Additions, Deletions and/or Changes		-		\$ -

Section C

Department Total (Section A & B)		5.00		\$ 259,072
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*Note:
 A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction