SCHOOL DISTRICT OF OKALOOSA COUNTY
Department Staffing Chart
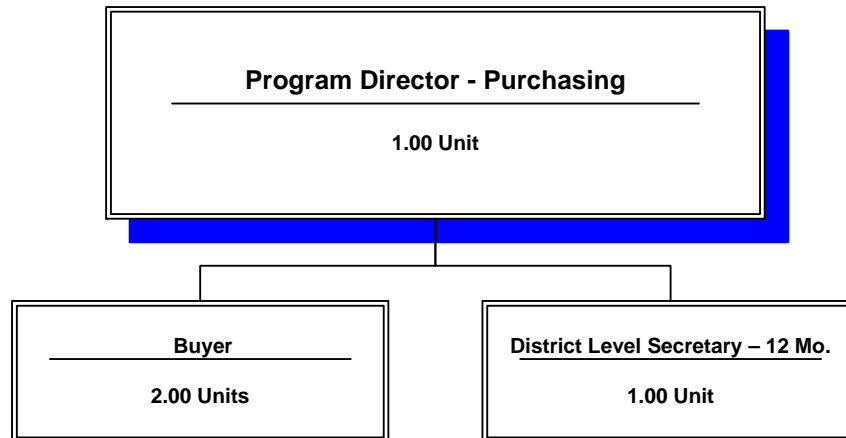*Purchasing*
Cost Center: 9014
Fiscal Year 2013-2014

Staffing Chart

Program Director - Purchasing

1.00 Unit

Buyer

2.00 Units

District Level Secretary – 12 Mo.

1.00 Unit

OKALOOSA COUNTY SCHOOL DISTRICT
DISTRICT LEVEL - COST CENTER BUDGETS
FISCAL YEAR 2013-2014

DEPARTMENT: **Purchasing**

COST CENTER: **9014**

COST CENTER DESCRIPTION:

Assistance to schools and departments with large purchases, operation of buyer system to ascertain best price/best value, administers the purchasing system for district schools and departments, and provides business and information services for responsible decision making and financial accountability.

FUND SOURCE: Unrestricted - General Operating Fund

APPROPRIATIONS AND STAFFING:

	APPROPRIATIONS			
Object Group Number	Object Group Name	Original 2012-2013 Appropriation	2013-2014 Appropriation	$ Increase (Decrease)
100 / 200	**Salaries & Benefits**			
	Administrative/Managerial	$ 93,327	$ 97,846	$ 4,519
	Educational Support	178,429	177,405	(1,024)
	Instructional	-	-	-
	Professional/Technical	-	-	-
	Subtotal - Salaries & Benefits	271,756	275,251	3,495
300	**Purchased Service**	9,862	9,954	92
400	**Energy Services**	-	-	-
500	**Materials & Supplies**	3,750	3,750	-
600	**Capital Outlay**	-	-	-
700	**Other Expenses**	615	690	75
900	**Transfers/Reserves**	-	-	-
	Total Combined Appropriation	$ 285,983	$ 289,645	3,662

	STAFFING		
	2012-2013 Recommendation	2013-2014 Recommendation	# Increase (Decrease)
Administrative/Managerial	1.00	1.00	-
Educational Support	3.00	3.00	-
Instructional	-	-	-
Professional/Technical	-	-	-
Total Staff	4.00	4.00	-

OTHER INFORMATION:

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

COST CENTER NAME: Purchasing

CENTER NUMBER: 9014

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: N/A

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0220	FICA (SOCIAL SECURITY) FICA for cellular telephone stipend. 7.65% x $360.	7760	INTERNAL SVC (PURCH/WAREHOUSE)	$ 28		$ 28
0330	IN COUNTY TRAVEL Reimbursement for Purchasing Program Director and Buyers for use of personal vehicles for travel to and from schools for site visits, for bids, and quotes. 1,100 miles @ 0.565 per mile	7760	INTERNAL SVC (PURCH/WAREHOUSE)	622		622
0331	OUT OF COUNTY TRAVEL Reimbursement for out of county travel to Central Gulf Coast NIGP quarterly meetings and Annual Vendor Trade Show; FAPPO Fall State Workshop; NIGP/State Training Classes for buyers	7760	INTERNAL SVC (PURCH/WAREHOUSE)	1,500		1,500
0350	REPAIR AND MAINTENANCE Repair of office equipment as needed	7760	INTERNAL SVC (PURCH/WAREHOUSE)	350		350
0360	LEASE AND RENTAL AGREEMENTS Lease of Purchasing/Accounts Payable Toshiba E-Studio 455SE copier ($1,062) annually. Cost is split 50/50 with Accounts Payable and this is our half. This amount includes allowance of per copy cost of 10,000 copies per month. Maintenance is included in per copy cost.	7760	INTERNAL SVC (PURCH/WAREHOUSE)	1,062		1,062
0370	POSTAGE/SHIPPING/TELEGRAM Postage for 6,000 purchase orders @ 0.46ea = $2,760; postage for miscellaneous mailings such as renewal letters, award letters, vendor correspondance, etc. ($300)	7760	INTERNAL SVC (PURCH/WAREHOUSE)	3,060		3,060
0375	CELLULAR TELEPHONE Cellular telephone stipend for Purchasing Program Director. Level #4 - $30.00/mo	7760	INTERNAL SVC (PURCH/WAREHOUSE)	360		360
0390	OTHER PURCHASED SVC-PRINT/COPY Window envelopes and pre-printed regular envelopes for mailing PO's and miscellaneous mailings such as renewal letters, award letters, vendor correspondance, etc; print pre-printed 6 part manual requisition forms, partial receiving forms, misc forms, and legal ad costs	7760	INTERNAL SVC (PURCH/WAREHOUSE)	3,000		3,000
	Sub-Total (Page 1 Only)			$ 9,982	$ -	$ 9,982
	GRAND TOTAL			$ 14,422	$ -	$ 14,422

112

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2013-2014

COST CENTER NAME: Purchasing

CENTER NUMBER: 9014

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: N/A

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0510	SUPPLIES Office supplies for four personnel; copy paper & computer paper for requisition runs, Purchase Orders (est 40,000 pages), & bids; bid & file folders; and print catridges for all department printers	7760	INTERNAL SVC (PURCH/WAREHOUSE)	$ 3,750		$ 3,750
0730	DUES AND FEES National Institute of Governmental Purchasing membership ($405), Sams Club Direct for District account ($85), and FAPPO membership ($200)	7760	INTERNAL SVC (PURCH/WAREHOUSE)	$ 690		690
	Sub-Total (Page 2 Only)			$ 4,440	$ -	$ 4,440
	GRAND TOTAL			$ 14,422	$ -	$ 14,422

113

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

Positions Approved for Fiscal Year 2012-2013			
Job Title	**# of Positions**	**Average Cost**	**Total Cost**
Buyer - 12 Month	2.00		$ 137,949
District Level Secretary - 12 Month	1.00		39,456
Program Director - Purchasing - 12 Month	1.00		97,818
(A) Total Positions Approved For FY 2012-2013	4.00		$ 275,223

Section B-1

Approved Additions, Deletions and/or Changes - Fiscal Year 2012-2013					
Job Title	**Type***	**# of Positions**		**Average Cost**	**Total Cost**
(B-1) Total Approved Additions, Deletions, Changes		-			$ -

Section B-2

Requested Additions, Deletions and/or Changes - Fiscal Year 2013-2014					
Job Title	**Type***	**# of Positions**		**Average Cost**	**Total Cost**
(B) Total Requested Additions, Deletions, Changes		-			$ -

Section C

Positions Submitted for Approval for Fiscal Year 2013-2014			
Job Title	**# of Positions**	**Average Cost**	**Total Cost**
Buyer - 12 Month	2.00		$ 137,949
District Level Secretary - 12 Month	1.00		39,456
Program Director - Purchasing - 12 Month	1.00		97,818
(C) Total Positions Submitted for Approval FY 2013-2014	4.00		$ 275,223

<u>*Note:</u>
A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction, R=Retirement