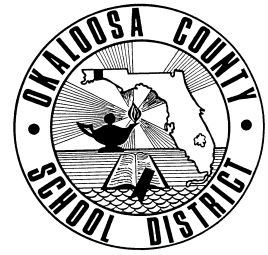
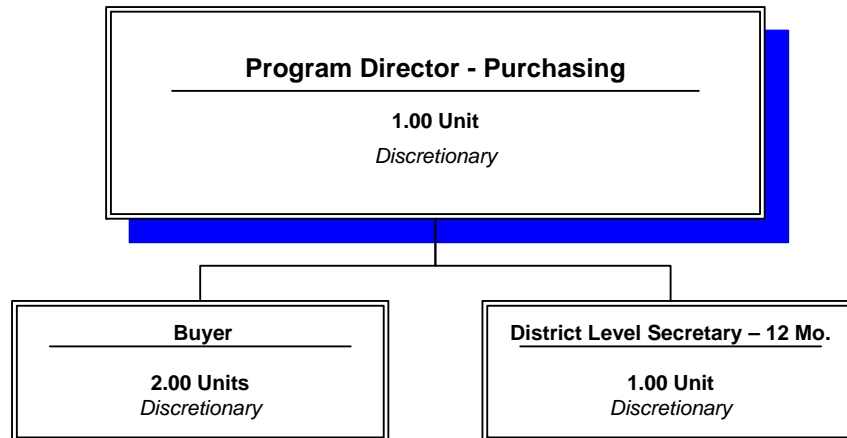


SCHOOL DISTRICT OF OKALOOSA COUNTY
Department Staffing Chart
Purchasing
Cost Center: 9014
Fiscal Year 2014-2015



Staffing Chart



**OKALOOSA COUNTY SCHOOL DISTRICT
DISTRICT LEVEL - COST CENTER BUDGETS
FISCAL YEAR 2014-2015**

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 2013-2014 Appropriation	2014-2015 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 97,846	\$ 103,404	\$ 5,558
	Educational Support	177,405	187,907	10,502
	Instructional	-	-	-
	Professional/Technical	-	-	-
	Subtotal - Salaries & Benefits	<u>275,251</u>	<u>291,311</u>	<u>16,060</u>
300	Purchased Service	9,954	9,827	(127)
400	Energy Services	-	-	-
500	Materials & Supplies	3,750	3,750	-
600	Capital Outlay	-	-	-
700	Other Expenses	690	720	30
900	Transfers/Reserves	-	-	-
	Total Combined Appropriator	<u>\$ 289,645</u>	<u>\$ 305,608</u>	<u>15,963</u>

STAFFING			
	2013-2014 Recommendation	2014-2015 Recommendation	# Increase (Decrease)
Administrative/Managerial	1.00	1.00	-
Educational Support	3.00	3.00	-
Instructional	-	-	-
Professional/Technical	-	-	-
Total Staff	<u>4.00</u>	<u>4.00</u>	<u>-</u>

OTHER INFORMATION:

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

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2014-2015

MIS 3176

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
0130	SALARY - OVERTIME Overtime for staff during absence of District Level Secretary for approximately 6 weeks in August/September 2014 (Maternity Leave)	7760	INTERNAL SVC (PURCH/WAREHOUSE)	\$ 1,500		\$ 1,500
0210	FLORIDA RETIREMENT SYSTEM Retirement for overtime	7760	INTERNAL SVC (PURCH/WAREHOUSE)	103	8	111
0220	FICA (SOCIAL SECURITY) FICA for overtime and cellular telephone stipend	7760	INTERNAL SVC (PURCH/WAREHOUSE)	142		142
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. 1,000 miles @ 0.565 per mile	7760	INTERNAL SVC (PURCH/WAREHOUSE)	565		565
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)	1,750		1,750
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 @ 0.49ea = \$2,940; postage for miscellaneous mailings such as renewal letters, award letters, vendor correspondance, etc. (\$300)	7760	INTERNAL SVC (PURCH/WAREHOUSE)	3,240		3,240
Sub-Total (Page 1 Only)				\$ 8,712	\$ 8	\$ 8,720
GRAND TOTAL				\$ 16,042	\$ 8	\$ 16,050

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2014-2015

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
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 correspondence, etc; print pre-printed 6 part manual requisition forms, partial receiving forms, misc forms, and legal ad costs	7760	INTERNAL SVC (PURCH/WAREHOUSE)	\$ 2,500		2,500
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 (\$425), Sams Club Direct for District account (\$95), and FAPPO membership (\$200)	7760	INTERNAL SVC (PURCH/WAREHOUSE)	720		720
Sub-Total (Page 2 Only)				\$ 7,330	\$ -	\$ 7,330
GRAND TOTAL				\$ 16,042	\$ 8	\$ 16,050

SCHOOL DISTRICT OF OKALOOSA COUNTY
 Department Staffing Summary
 Fiscal Year 2014-2015

MIS 3390

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 2013-2014			
Job Title	# of Positions	Average Cost	Total Cost
Buyer - 12 Month	2.00		\$ 144,144
District Level Secretary - 12 Month	1.00		42,038
Program Director - Purchasing - 12 Month	1.00		103,376
(A) Total Positions Approved For FY 2013-2014	4.00		\$ 289,558

Section B-1

Approved Additions, Deletions and/or Changes - Fiscal Year 2013-2014					
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 2014-2015					
Job Title	Type*	# of Positions	Average Cost	Total Cost	
(B) Total Requested Additions, Deletions, Changes		-		\$	-

Section C

Positions Submitted for Approval for Fiscal Year 2014-2015			
Job Title	# of Positions	Average Cost	Total Cost
Buyer - 12 Month	2.00		\$ 144,144
District Level Secretary - 12 Month	1.00		42,038
Program Director - Purchasing - 12 Month	1.00		103,376
(C) Total Positions Submitted for Approval FY 2014-2015	4.00		\$ 289,558

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