



**SCHOOL DISTRICT OF OKALOOSA COUNTY  
TECHNICAL ASSISTANCE MEMORANDUM  
FINANCE**

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FINANCE TAM: 2004-005  
CONTACT: Kenn Macdonald, Accountant  
Budgeting & Financial Services  
TELEPHONE: 833-6313

TO: High School Principals/Band Directors  
FROM: Rita Scallan, Director-Finance  
Budgeting & Financial Services  
DATE: September 11, 2003  
SUBJECT: Middle School Band Instrument Replacement Allocation - Project #2393

On September 8, 2003, the School Board approved the final adoption of the School District's Budget for Fiscal Year 2003-2004. The District's budget included a \$100,000 band instrument replacement allocation for high schools. This allocation is being funded through the Capital Outlay Budget.

There are five schools which will receive an allocation in the amount of \$20,000.00 (see Attachment A). This allocation will be placed in the following funding strip: fund 3714, object 0641, function 7400, your schools cost center, project 2393 (Band Instrument Replacement Project). Each school will be able to enter requisitions. Schools will be able to **only** make budget amendments between object 0641 (Furniture, Fixtures and Equipment \$750 or greater) and object 0642 (Furniture, Fixtures and Equipment less than \$750). The purchase price of the band instrument will dictate which object to utilize. Object 0641 will be used if the purchase price of the instrument is equal to or greater than \$750 and object 0642 will be used if the purchase price of the band instrument is less than \$750. All other funding strip codes will remain the same. The funds will be available to schools today.

Schools should contact the Purchasing Department regarding the process and procedures required for procurement of band instruments.

Should you have any questions or need additional information, please contact Kenn Macdonald at 833-6313 regarding budgeting questions and Vince Windham at 833-7640 regarding purchasing questions.

C: Superintendent  
Assistant Superintendents  
Chief Officer – Human Resources  
Chief Officer – Quality Assurance  
Chief Financial Officer  
Purchasing – Program Director  
Debbie Bruce  
Kenn MacDonald

**Attachment A**

**Okaloosa County School District  
High School Band Instrument Allocation  
Fiscal Year 2003-2004  
September 11, 2003**

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<b>School No.</b>	<b>School Name</b>	<b>Allocation Amount</b>
0041	Baker School	\$ 20,000.00
0211	Niceville High	20,000.00
0581	Choctawhatchee High	20,000.00
0601	Crestview High	20,000.00
0641	Fort Walton Beach High	20,000.00
	Total Allocation	<u>\$ 100,000.00</u>