



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

FINANCE TAM: 2006-013
CONTACT: Tammy Shoop, Accountant
Budgeting & Financial Services
TELEPHONE: 833-7462

TO: High School Principals/Band Directors

FROM: Rita Scallan, Director-Finance

A handwritten signature in blue ink that reads "Rita Scallan".

DATE: September 26, 2005

SUBJECT: High School Band Instrument Replacement Allocation - Project 2393

On September 12, 2005, the School Board approved the final adoption of the School District's Budget for Fiscal Year 2005-2006. 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: 3716-7400-0641-your school's cost center-2393. Each school will be able to enter requisitions. Schools will be able to **only** make budget amendments between object 0641 (Furniture, Fixtures and Equipment \$1,000 or greater) and object 0642 (Furniture, Fixtures and Equipment less than \$1,000). 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 \$1,000 and object 0642 will be used if the purchase price of the band instrument is less than \$1,000. 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 Tammy Shoop at 833-7462 regarding budgeting questions and Vince Windham at 833-7640 regarding purchasing questions.

Attachment

C: Superintendent
Cabinet Members
Purchasing – Program Director

Attachment A

School District of Okaloosa County
High School Band Instrument Allocation
Fiscal Year 2005-2006
September 26, 2005

<u>School No.</u>	<u>School Name</u>	<u>Allocation Amount</u>
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	<u>20,000.00</u>
	Total Allocation	<u><u>\$ 100,000.00</u></u>