




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

FINANCE TAM: 2013-016
CONTACT: Tammy Shoop, Accountant
Budgeting & Financial Services
TELEPHONE: 833-5831

TO: Middle School Principals/Band Directors
FROM: Rita Scallan, Chief Financial Officer 
DATE: October 29, 2012
SUBJECT: Middle School Band Instrument Replacement Allocation - Project #2393

On September 10, 2012, the School Board approved the final adoption of the School District's Budget for Fiscal Year 2012-2013. The District's budget included a \$25,000 band instrument replacement allocation for middle schools. This allocation is being funded through the Capital Outlay Budget.

There are nine schools which will receive an allocation in the amount of \$2,777.78 (see Attachment A). This allocation will be placed in the following funding strip: 3713-7400-0641-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 over \$1,000) and object 0642 (Furniture, Fixtures and Equipment under \$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 833-5831 regarding budgeting questions and Vince Windham at 833-5846 regarding purchasing questions.

C: Superintendent
Board Members
Purchasing - Program Director

Attachment A

School District of Okaloosa County
Middle School Band Instrument Allocation
Fiscal Year 2012-2013
October 29, 2012

<u>School No.</u>	<u>School Name</u>	<u>Allocation Amount</u>
0041	Baker School	\$ 2,777.76
0651	Bruner Middle	2,777.78
0761	Davidson Middle	2,777.78
0771	Destin Middle	2,777.78
0671	Lewis School	2,777.78
0082	Meigs Middle	2,777.78
0271	Pryor Middle	2,777.78
0121	Ruckel Middle	2,777.78
0092	Shoal River Middle	<u>2,777.78</u>
	Total Allocation	<u>\$ 25,000.00</u>