



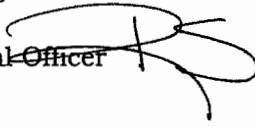
**SCHOOL DISTRICT OF OKALOOSA COUNTY  
TECHNICAL ASSISTANCE MEMORANDUM  
FINANCE**

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FINANCE TAM: 2014-020  
CONTACT: Vince Windham  
Purchasing  
TELEPHONE: 833-5846

TO: Specific Department Heads

- Facilities Planning
- Food Services
- Maintenance
- Education Support Services
- Custodian Services
- Information Services

FROM: Rita Scallan, Chief Financial Officer 

DATE: October 21, 2013

SUBJECT: SunPass Refill Procedures

In order to assist departments with SunPass accounts, the District is allowing replenishing of accounts using a District Visa. The following procedures have been established:

- Go to [www.sunpass.com](http://www.sunpass.com) website
- Click on Add Funds tab
- Create online SunPass account and login to account
- Verify account number
- Select the Funding Amount
- Enter Credit Card information (Do not activate Automatic Easy Pay Payments)
- Follow website instructions to complete transaction
- The receipt from the website transaction should be printed and included with your VISA monthly documentation to support the charge
- Monthly, a report of each Sun Pass vehicle usage should be printed, reviewed and signed as approval of usage by the Director or designee.
- The signed report should be scanned (pdf) and emailed to Purchasing as further support for the VISA purchase.

If there are any questions, please contact Vince Windham at the number above.

cc: Executive Staff Members