



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

FINANCE TAM: 2016-011
CONTACT: Vince Windham,
Program Director - Purchasing
TELEPHONE: 833-7668

TO: Principals and Department Heads

FROM: Rita Scallan, Chief Financial Officer

A handwritten signature in blue ink, appearing to be "RS", is written over the name "Rita Scallan" in the "FROM" field.

DATE: September 16, 2015

SUBJECT: Annual Review of District Purchasing Cardholders

The Purchasing Department is conducting its annual review of all district purchasing cardholders. Please review the attached list of cardholders currently authorized to make purchases for your cost center.

Changes can be made by striking through the name of a cardholder you no longer wish to authorize or by adding the name of an employee you wish to authorize.

All forms should be signed and returned to the Purchasing Department no later than Friday, October 2, 2015. Feel Free to email the signed form to Becky Perrin at perrinb@mail.okaloosa.k12.fl.us or fax it to 833-6327. Should you have any questions, please contact Purchasing at 833-7668.