



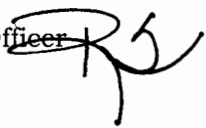
# SCHOOL DISTRICT OF OKALOOSA COUNTY

## TECHNICAL ASSISTANCE MEMORANDUM

### FINANCE

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FINANCE TAM: 2016-018  
CONTACT: Vince Windham  
Purchasing  
TELEPHONE: 833-5846

TO: High School & Middle School Principals/Band Directors  
FROM: Rita Scallan, Chief Financial Officer   
DATE: October 21, 2015  
SUBJECT: Procedures for Purchasing Used Band Instruments

In order to assist School District Bands with taking advantage of the opportunities to stretch your dollars as far as possible, the Purchasing Department has established procedures for the purchase of used band instruments. It is not practical to procure these items through the standard purchasing procedures as the inventory for used instruments changes quickly and the conditions of these instruments vary. The following procedures have been established:

- Band Directors may submit a quote from a vendor for the purchase of used band instruments to the Purchasing Department. The quote should include: brand name, model, quantity, unit cost and shipping charges. The Band Director should verify the condition of the instrument(s) prior to submitting the quote to Purchasing.
- Purchasing will verify that the pricing is in an acceptable range for the instrument by informally checking pricing for comparable used instruments. Purchasing will be able to accomplish this in 1-2 business days in most cases.
- If the pricing is acceptable based on the market analysis, Purchasing will issue a District Quote Number (RFQ#) to the Band Director. The Band Director will submit the quote along with the RFQ# to the school bookkeeper to enter a requisition. The requisition should include the RFQ#. Purchasing will create a folder for each used instrument quote and will file the documents related to the market analysis in the quote folder.
- If the market analysis reveals that the pricing is not competitive for comparable used instruments the Purchasing Department will contact the Band Director for further review of comparable offers.

Should you have any questions or require additional information, please do not hesitate to contact Vince Windham at 833-5846.

cc: Executive Staff Members  
High School & Middle School Bookkeepers