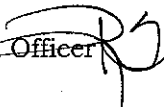




**OKALOOSA COUNTY SCHOOL DISTRICT
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE**

FINANCE TAM: 2018-008
CONTACT: Tammy Shoop, Financial Analyst
Finance Office
TELEPHONE: 833-5831

TO: High School Principals/Band Directors
FROM: Rita Scallan, Chief Financial Officer 
DATE: September 12, 2017
SUBJECT: High School Band Instrument Replacement Allocation - Project 2393

On September 11, 2017, the School Board approved the final adoption of the School District's Budget for Fiscal Year 2017-2018. The District's budget included a \$50,000 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 \$10,000.00 (see Attachment A). This allocation will be placed in the following funding strip: 3718-7400-0641-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 833-5831 regarding budgeting questions and Vince Windham at 833-5846 regarding purchasing questions.

Attachment

C: Superintendent
Board Members
Purchasing - Program Director

Attachment A

School District of Okaloosa County
High School Band Instrument Allocation
Fiscal Year 2017-2018
September 12, 2017

<u>School No.</u>	<u>School Name</u>	<u>Allocation Amount</u>
0041	Baker School	\$ 10,000.00
0211	Niceville High	10,000.00
0581	Choctawhatchee High	10,000.00
0601	Crestview High	10,000.00
0641	Fort Walton Beach High	10,000.00
	Total Allocation	<u>\$ 50,000.00</u>