




OKALOOSA COUNTY SCHOOL DISTRICT  
TECHNICAL ASSISTANCE MEMORANDUM  
FINANCE

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FINANCE TAM: 2020-008  
CONTACT: Tammy Shoop, Financial Analyst  
Finance Office  
TELEPHONE: 833-5831

TO: High School Principals/Band Directors  
FROM: Rita Scallan, Chief Financial Officer   
DATE: September 23, 2019  
SUBJECT: High School Band Instrument Replacement Allocation - Project 2393

On September 9, 2019, the School Board approved the final adoption of the School District's Budget for Fiscal Year 2019-2020. 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: 3720-7400-0641-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 2019-2020  
September 23, 2019

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| <u>School<br/>No.</u> | <u>School Name</u>     | <u>Allocation<br/>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>          |