



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

FINANCE TAM: 2021-017

CONTACT: Kenn Macdonald
Accounting & Financial Reporting

TELEPHONE: 833-5834

TO: Principals and Department Heads

FROM: Rita R. Scallan – Chief Financial Officer 

DATE: March 30, 2021

SUBJECT: Training for Reservation System for Using Avis and Budget Rental Cars

The State of Florida awarded a bid for renting vehicles to Avis Car Rental and Budget Car Rental. The reservation process is similar to the process used with the previous contract holder.

The Accounting & Financial Reporting Department will provide training for the new reservation system via Microsoft Teams on Tuesday, April 6, 2021 at 9:00 a.m. Another training will be held on Thursday, April 8, 2021 at 9:00 a.m. for those individuals that cannot participate in the first training.

In order to prepare for this training, please submit the following information to Kenn Macdonald at macdonaldke@okaloosaschools.com:

1. Names of the two (2) designated office staff (Primary and Alternate) from your school/department with a District Visa purchasing card to be the designated individuals to make reservations.
2. For Departments only, if the Primary and Alternate will be responsible for multiple cost centers, list all cost centers.

If you have any questions regarding this training, please call Kenn Macdonald, Specialist – Accounting & Financial Reporting, at 833-5834.

cc: Executive Staff
Bookkeepers