



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

FINANCE TAM: 2024-024
CONTACT: Vince Windham
Program Director - Purchasing
TELEPHONE: 833-7668

TO: School Principals and Department Heads

FROM: Julie Perry, Chief Financial Officer

A handwritten signature in blue ink that reads "Julie A. Perry".

DATE: February 27, 2024

SUBJECT: Software Purchase Procedures

The District prohibits agreeing to vendor terms and conditions and/or privacy policies without first being vetted by our School Board Attorney. If you wish to purchase software using a Purchasing Card, please e-mail the quote to the Purchasing Department (Becky Perrin) prior to making the purchase. The Purchasing Department will review the quote to see if there are any terms and conditions and/or privacy policy language that would apply to the purchase, use, or sale of the software. They will then work on your behalf with the School Board Attorney to vet the terms prior to purchase.

In addition, all software being purchased with a Purchasing Card requires prior written (e-mail) approval from Dustin Keith, Specialist – Information Systems, prior to purchase. Approval must be uploaded, along with the receipt, to the Bank of America draft purchase requisition in Focus.

If you are purchasing software through a District Purchase Order, the Purchasing Department will review the quote and obtain approval from Dustin Keith on your behalf.

Should you have any questions or need further assistance, please do not hesitate to contact Purchasing at 833-7668.

Cc: Budget Bookkeepers
Specialist - Information Systems