

BOARD MEMBERS

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An 'A-rated' District

Mission Statement: We are committed to the success of every student!

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June 23, 2020

To: School, Center, Department Bookkeepers and School Techs
From: Purchasing Department
Re: Dell/Apple Computer and Software Purchasing Procedures – Revised 6-24-20

Computers<\$1,000 (object code 644)

1. Dell Computer and Accessory Orders - (Item with an individual cost of less than \$1,000.00 and orders totaling less than \$50,000.00)

District quotes can be found on the IT/Purchasing Website:

<https://f102219191.schoolwires.net/Page/1875>

Print the quote, have it signed by the Principal or Department Manager, include the complete Account string, number of units needed, and the building and room number where it will be stored. Please verify that sufficient funds are available to cover the purchase. If not, complete a funds transfer before any further action is taken.

Scan and email the quote back to Melissa Wesley. If any of the items noted above are missing, the quote will be returned to the requesting school, center, or department for correction.

Melissa will place the order on-line with Dell using a p-card structured specifically for computer purchases. Once the computer order has been placed, you will receive an order confirmation email from Dell. If you do not receive this confirmation within two (2) days, please contact Melissa immediately at (352) 955-6850 x 1501. Please note that the Dell confirmation email might get caught in your spam folder, so check this folder first.

IT will track the p-card transaction through Suntrust and will then select the appropriate school, center, or department coding to record the expense. At the end of the month, IT will reconcile the p-card transaction.

2. Apple Orders - (Item with an individual cost of less than \$1,000.00 and orders totaling less than \$50,000.00)

District quotes can be found on the IT/Purchasing Website:

<https://f102219191.schoolwires.net/Page/1875>

Print the quote, have it signed by the Principal or Department Manager, include the complete Account string, number of units needed, and the building and room number where it will be

stored. Please verify that sufficient funds are available to cover the purchase. If not, complete a funds transfer before any further action is taken.

Scan and email the quote back to Melissa Wesley. If any of the items noted above are missing, the quote will be returned to the requesting school, center, or department for correction.

Melissa will place the order on-line with Apple using a p-card structured specifically for computer purchases. Once the computer order has been placed, you will receive an order confirmation email from Apple. If you do not receive this confirmation within two (2) days, please contact Melissa immediately at (352) 955-6850 x 1501. Please note that the Apple confirmation email might get caught in your spam folder, so check this folder first.

Computers=to or > than \$1,000.00 (Object Code 643)

These computers will be ordered using a Skyward requisition, not the P-card, and will be shipped directly to your location for processing. The Skyward requisition must include the building and room # in which the asset(s) will be located.

Email Kelsey Molander (molanderkr@gm.sbac.edu) or Melissa Wesley (wesleymd@gm.sbac.edu) to obtain the current IT-approved Dell or Apple quote.

Please scan and attach the Dell or Apple quote to the Skyward requisition.

Please send copies of invoices for fixed assets to Toriano Caffie (caffietl@gm.sbac.edu) and Mimi Caldwell (caldwead@gm.sbac.edu), so that property tags can be issued for these devices.

Software Purchases <\$1,000.00 (Object Code 692)

Schools, centers, and departments may also order other software through Melissa Wesley. Please contact her via phone or email at wesleymd@gm.sbac.edu. Software may also be ordered using a Skyward requisition process.

Software=to or > than \$1,000.00 (Object Code 691)

Software costing \$1,000.00 or more will continue to be ordered through Skyward, not the p-card, and will be shipped directly to your location for processing. The Skyward requisition must include the building and room # in which the asset(s) will be located.

Please send copies of invoices for fixed assets to Toriano Caffie (caffietl@gm.sbac.edu) and Mimi Caldwell (caldwead@gm.sbac.edu), so that property tags can be issued for these devices.

Purchasing Thresholds

1. Any single order exceeding \$12,500.00 shall be reported to the board by Purchasing for information purposes only.
2. Any single order exceeding \$50,000.00 shall be approved by the Board before the order is placed by Purchasing with either Dell or Apple or the software vendor. These orders shall be made through the Skyward requisition process.