



School Board of Brevard County
Office of Purchasing and Warehouse Services
Staff Commodity/Responsibility List

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<http://finance.brevardschools.org/purchase-warehouse/web-pages/purchasing.aspx>

purchase@brevardschools.org

Sean Hynes Buyer II Buyer Code: SEAN Ext. 646 Hynes.Sean@Brevardschools.org	Candy Cottle Buyer II Buyer Code: CAND Ext. 635 Cottle.Candy@Brevardschools.org	Heidi Dotson Buyer Buyer Code: TXTB Ext. 107 Dotson.Heidi@Brevardschools.org	Jennifer Wells Buyer Buyer Code: JENW Ext. 106 Wells.Jennifer@Brevardschools.org	Vacant Purchasing Clerk Specialist Buyer Code: N/A Ext. 470
Bleacher Inspections	Art Supplies & Equipment	Bids waived materials for curriculum	Awards and Trophies	Adding Vendors to Crosspointe
Custodial Supplies & Equipment	Classroom Supplies & Equipment	Books, Book Fairs, Library Books & Supplies	Brevard After Care	Buyers need assistance.
Contractor Services- Electrical, Fencing	Family & Consumer Sciences	Copyrighted Materials	Camps	Closing Purchase Orders
Covered Walkways	Flags and Flag Poles	Curriculum Small ET Contracts	Career & Technical Education Programs	Charter Buses
Elevator Repairs & Inspections	Flowers	Magazines/Subscriptions	Consultant Agreements - All	Input Purchasing Requisitions
Environmental Services	Donations	Membership Dues	Enrichment Program & 21st CCLC	Maintain Purchase Mailbox
Floor Coverings- Materials & Install	Gift Cards	Rolling Readers	ESE Agreements	Meeting Minutes
General Contractor, Locksmith	Globes/Maps	Sheet Music	Field Trips (Non Agreement)	Posting Request for Quotes
Industrial Supplies/Hardware	P-Card - (Admin)	Student Graduation Items	Field Trips (Require Agreements)	Primary Insurance Certificate Contact
Landscaping	Elementary Principal P-Card Approvals	(Class Rings, Yearbooks, Etc.)	Fundraisers	Receiving on Purchasing PO's (Back-up)
Lawn Supplies, Equipment & Repair	Petty Cash Reimbursements	Student Pictures	Health/ Medical/Dental Supplies, Equip.	Rolling Requisitions to PO's
Light Bulbs/Recycling of/Ballasts	Print Shop Paper Supplies & Equip.	Student Planners	Licensing (Movie, Plays etc.)	Sole Sources to Vendorlink
Maintenance Dept. Supplies/Tools	Private School Instruction	Surplus Textbook Disposal	Music Supplies & Equipment	
Modular Buildings/ Portables/ Sheds	Promotional Items, Shirts	Testing Services & Supplies	(Sheet Music (See Heidi))	
Moving Services	Refunds	Textbook Adoptions - All	Music Related Services	
Painting, Plumbing, Roofing, Site Work	Reimbursements	Textbook Order Approvals - All	(DJ, Repair, Piano & Equip.)	
Pest Control & Termite Bid	Research Laboratory Supplies	Textbook Order Training - All	Tuning & Repairs)	
Playground Equip. & Install	Rolling Requisitions to PO's (Back-up)	Virtual Instruction	Physical & Occupational Therapy Services	
Powered Telescoping Lift Maint., Repair & Inspection	Science Supplies & Equipment		Postage & Postage Equipment	
Scoreboards, Signs & Marquees	Warehouse Stock - Office, Classroom Paper		Recruiting Services	
Track Surfacing	Website Liaison (Back-up)		Security Personnel, Law Enf. & Background Clearance	
Window Coverings, Doors & Cabinets			Special Events, Tickets, Hotels & Workshops	
			Temporary Personnel	
			Translation Services	
			Travel	
			Website Liaison (Primary)	