

Office of Superintendent of Schools
Board Meeting of April 17, 2002

April 12, 2002

Financial Affairs
Richard H. Hinds, Chief Financial Officer

SUBJECT: AUTHORIZATION FOR PAYMENT

The Board is requested to approve payment to Virtual Learning Systems, in the amount of \$24,000, for the purchase of curriculum materials for a Train the Trainer workshop. A staff member from the Division of Mathematics and Science Education authorized the vendor to ship goods without a valid purchase order. The Office was advised, in writing, of the unauthorized purchase, and directed to follow proper purchasing procedures, as stipulated by Board Rule 6Gx13- 3C-1.09 -- Purchasing Department -- Board Designated Authority and 6Gx13- 3C-1.14 -- Ordering Goods and Services -- Authorization. Moreover, a memorandum issued by the supervising administrator, documenting that proper administrative procedures must be followed at all times, has been discussed and placed in the personnel file of the staff member.

Revised

Fund Source
0100 - General

M/WBE Eligibility
None

VIRTUAL LEARNING SYSTEMS
1430 N. MEACHAM ROAD
SCHAUMBURG, IL 60173

RECOMMENDED: That The School Board of Miami-Dade County, Florida, **APPROVE** payment to the following vendor:

Virtual Learning Systems, for the purchase of curriculum materials for a Train the Trainer workshop, for the Division of Mathematics and Science Education, for a total amount of \$24,000.

RHH/lja

REVISED
G-88