

Office of Superintendent of Schools  
Board Meeting of July 10, 2002

July 8, 2002

Financial Affairs  
Richard H. Hinds, Chief Financial Officer

**SUBJECT: AUTHORIZATION FOR PAYMENT**

The Board is requested to approve payment to Florida School Book Depository, Inc., of Jacksonville, Florida, in the amount of \$15,158.84, for textbooks received at Glades Middle School. In an effort to expedite delivery, the school exceeded its authority by verbally ordering textbooks, without the benefit of a purchase order. The school has been advised in writing, of unauthorized purchases, 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.

Fund Source  
0100 - General

M/WBE Eligibility  
None

FLORIDA SCHOOL BOOK DEPOSITORY, INC.  
P.O. BOX 6578  
JACKSONVILLE, FL 32236

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

Florida School Book Depository, Inc., for the purchase of textbooks, received at Glades Middle School, for the total amount of \$15,158.84.

RHH/lja

**REPLACEMENT**  
**G-72**