



Procurement Authorization Form


TXN 292571
 TXN _____
 TXN _____
 TXN _____

I am aware that this form requires approval by my supervisor prior to making a purchase. If the purchase transaction is completed with the procurement card, I will keep the card in my possession and return it to the cardholder designee immediately upon completion of the purchase. All backup documentation of the purchase will be provided to my location's cardholder designee with the return of the card.

Date * Date

Card User Name *
 REGINA WEBSTER
First Name Last Name

Card User / Designee Signature *



[Clear](#)

Cardholder Designee Email (i.e. Bookkeeper) *

Location * Department / Program * Grade Level

Vendor Name *

GL Account Numbers (ex. 12345678-123456-12345 (enter one number per line) *

Student Activity Account *
 YES
 NO

COVID-19 Purchase? *
 YES
 NO

[ADD LINE](#)

Bookkeeper Comments

Project Dollar Amount (\$) * Procurement Approval, if > \$2500.01 Procurement Sign-off Single Transaction Lift Required

including sales tax

[Clear](#)

Date Required Approval P-Card Admin Sign-off

Date

[Clear](#)

Procurement Method: *
 N/A 3 Quotes Exempt Contract Other

Purpose for Purchase *

PROFESSIONAL DEVELOPMENT

Order Details (enter one item per line) *

SEE ATTACHED

ADD LINE

Attachments

Browse Files

DR_DICKEY Contract February 2021.pdf

*****DEPARTMENT HEADS AND PRINCIPALS ONLY*****

Approval *

APPROVED

Date *

06-04-2021

Date

Spending Category *

INSTRUCTIONAL SERVICES

Department Head / Principal Comments

[Empty text box for Department Head / Principal Comments]

Choose Name of Approver *

Goodwine-Lewis, Constance R

Supervisor / Department Head / Principal Signature *

[Handwritten signature: C. Lewis]

Clear

***** CHIEF INSTRUCTIONAL SERVICES OFFICER AND CHIEF FINANCE OFFICER ONLY*****

Approval

Date

mm-dd-yyyy

Date

Type Name of Approver

[Empty text box for Type Name of Approver]

Chief Instructional Service Officer or Chief Finance Officer

[Empty text box for Chief Instructional Service Officer or Chief Finance Officer]



INVOICE

Educational Epiphany, LLC
1750 Pennsylvania Avenue #27066
Washington, DC 20038
United States

(410) 258-6443
www.educationalepiphany.com

BILL TO
Broad River ES
Constance Goodwine-Lewis

Constance.Goodwine-Lewis@beaufort.k12.sc.us

SHIP TO
Regina Webster
474 Broad River Blvd
Beaufort, South Carolina 29906
United States

843-322-8401

Invoice Number: 5498
P.O./S.O. Number: Contract
Invoice Date: June 8, 2021
Payment Due: July 8, 2021
Amount Due (USD): \$7,000.00

Items	Quantity	Price	Amount
School District Speaking/PD Session Professional Development and Team Planning PD June 4, 2021 8:00-3:00 PM	1	\$7,000.00	\$7,000.00
Total:			\$7,000.00
Amount Due (USD):			\$7,000.00

Thank you for your business!

Webster, Regina C

From: Educational Epiphany, LLC <mailer@waveapps.com>
Sent: Wednesday, June 9, 2021 12:31 PM
To: Webster, Regina C
Subject: Payment Receipt for invoice #5498

WARNING: This email originated from outside of Beaufort County School District's email system. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Payment receipt

Invoice #5498

for Broad River ES

Paid on Jun 9, 2021

Educational Epiphany, LLC
1759 Pennsylvania Avenue #27066
Washington, District of Columbia 20038
United States

(410) 258-6443

<http://www.educationalepiphany.com>

Hi Broad River ES,

Here's your payment receipt for Invoice #5498, for \$7,000.00
USD.

You can always view your receipt online, at:

<https://link.waveapps.com/w2ah5c-ae8evz>

If you have any questions, please let us know.

Thanks,

Educational Epiphany, LLC

Payment Amount: **\$7,000.00**

PAYMENT METHOD: PAYPAL



BEAUFORT COUNTY SCHOOL DISTRICT
P.O. Drawer 309
Beaufort, SC 29901-0309

CONSULTANT CONTRACT -- GUEST ARTIST, SCHOLAR & OTHER CLASSROOM PRESENTER

Section A: PROVIDER INFORMATION

Name: EDUCATIONAL EPIPHANY

Vendor #: *P-Card Payment*

Donyell Dickey
BIB# *MJ12917 dws*
Social Security #:

Mailing Address: 1750 Pennsylvania Ave. #27066

City/State: Washington, DC Zip: 20038

Phone : 404-354-7771

Fax :

Email : cooepiphany@gmail.com>

W9 Form: Attached On File

Section B: BCSD CONTACT INFORMATION

Person responsible for Consultant: Constance Goodwine-Lewis

School/Department: Broad River Elementary School

Note:
march 1st - cancelled due to weather
June 4th - make up date.

Section C: WORKSHOP / RESIDENCY

Title: Transforming Student Achievement

Location: Date(s): Feb. 8 Mar. 1 Mar 29 April 8 May 10, 2021

Audience Served: Teachers

Description: -See Attached

This dynamic professional development opportunity will expose participants to a finite set of high-yield actionable, measurable, and replicable practices that have expeditiously transformed student achievement in urban, suburban, and rural schools/districts from coast to coast.

pm 1-8-21

Section D: COMPENSATION

Consultant Fee (ALL INCLUSIVE): \$35,000.00

Other:

lll 1.8.21

lll 1.8.21

Funding Source: 20122440-531200 \$ 27,670 and 20211240-531200 \$ 7,330

Section E: It is agreed that above Consultant will conduct work at the named site in the County of Beaufort in the state of South Carolina for the dates of (see above). The Consultant will complete the service with arrangements being made by the Instructional Services Staff or designee. The Consultant will be provided a detailed schedule for the service.

Section F: The Beaufort County School District will process payment on the last day of service. Payment may take up to three weeks to be processed by BCSD from the date of submission to the District Finance Office. Contracts require that 14 days notice be given by either party if the service is cancelled or dates changed. Said Consultant is an independent contractor and not an employee of Beaufort County School District. Consultants are responsible for reporting earnings and expenses to the Internal Revenue Service.

Section G: All signatures required to validate contract.

Chief Instructional Services Officer / Principal

Janifer G. Staton

1/8/2021
Date *1-11-21*

Human Resources

Procurement Officer

Dr. Donyell Dickey, CEO

Date *1-11-21*
Date *1/20/2021*

Consultant

Janifer G. Staton

Date *1/15/2021*
DATE:

Dr. Dickey's Visit
June 4, 2021
8:00 am-2:00 pm
Focus: Classroom Visits w/Feedback

8:00-8:15- Debrief w/Leadership Team

8:20- 11:00- Classroom visits w/instructional team member and one-on-one w/teachers

11:00-11:30- Lunch

11:35-1:30- Classroom visits w/instructional team member and one-on-one w/teachers

1:30-2:00- Debrief w/Leadership Team

Grade Level	Teachers	ELA Block	Math Block
K	Rush, DePalma, Zhang	8:30-10:00	12:40-1:40
1	Daley, Hlusek, Gentry, Shi	12:15-1:45	9:45-10:45
2	Millinder, Saville, Ruge, Li	12:45-2:40	8:15-9:15
3	Young, Peters, McLean, Dupree	8:00-10:00	12:45-1:45
4	Ferguson, Hidalgo, Armstrong	11:15-12:45	8:45-9:45
5	Davis, Goetz, Pangle	8:00-9:30	11:50-12:50

**Floater sub is available to cover for debriefing with teachers.*