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MEMORANDUM

TO: , Chapin Intermediate School
Chapin Intermediate School

FROM: Lynda Robinson, Coordinator of Purchasing Department

DATE: August 31, 2017

SUBJECT: UNAUTHORIZED PROCUREMENT

The attached purchase does not appear to be in compliance with the District's Procurement Policies and Procedures or the Procurement Code for one of the following reason(s):

- (A.) Purchase Order \$2,500- No Quotes Attached
- (B.) Split Purchase/Circumvent Bid Process
- (C.) Items/Services Procured Prior to issuing/receiving an Approved Purchase Order
- (D.) Items Purchased in February-Paid in April-Not with Statement Date
- (F)

In accordance with the District's Procurement Code, the Chief Financial Officer must ratify all Unauthorized Procurements. In order to facilitate his review and ratification, provide and explain a brief description of the facts and circumstances surrounding this procurement. The Disciplinary Action portion of the form is to be completed by your supervisor if the review of this information warrants such an action. Also, describe on the attached form any steps that have been taken to prevent a reoccurrence. The completed form must be returned to the Procurement Office within one (1) week. Once received by the Procurement Office, the form will be submitted to the Chief Financial Officer for his approval.

Upon ratification by the Chief Financial Officer, a copy of the ratification and supporting documents will be provided to you by the Purchasing Office for your files and the original form will be retained in the Purchasing Office for audit purposes.

If you have any questions in regard to this request, please contact me at telephone number 476-8140.

Thank you in advance for your assistance in this matter.

Reviewed
CW
10/10/2017

Purchase Order

School District Five of
Lexington and Richland Counties
1020 Dutch Fork Road
Irmo SC 29063

No.1801292

Our purchase order number must appear on
all invoices, packages, and
correspondence

Order is to be shipped in accordance
with prices, delivery, and specifications
shown below.

Notify us immediately if you are unable
to ship as specified.

PO Date: 08/29/2017**Questions ?** (803) 476-8000**Ext:****Account:****PO Issued To:****Ship To:**

Another Printer Inc
10 Bush River Court
Columbia SC 29210

Chapin Intermediate School

Attn:

1130 Old Lexington Hwy
Chapin SC 29036
(

Contact:**Location:** Chapin Intermediate School**Phone:** (803) 798-1380**Fax:****Project:** Undesignated**Req #:** 1801434**Reference:** I - 5 - 1**Date Required:** 08/28/2017**Award Number:**

Line	Qty	Unit	Part #	Description	Account Number	Unit Price	Extended	Tax	Freight
1	1,000.0	EA		CIS Agenda Cover in color 1 sided in white 80# 106 pages. Customer provided files	100.113.4100000.0000.050	4.14	4,139.00	330.89	0.00

APPROVAL SIGNATURES:

**Sub-Total:** \$4,139.00**Freight:** \$0.00**Tax:** \$330.89**Total Amount:** \$4,469.89**Notes:**

Deliveries are accepted at the main office between 8:00 AM and 3:00 PM, Monday through Friday.

Order Via: Send check to vendor**FILE COPY**

08/31/2017

Page

1 of 1



**Creating great
impressions!**

Accounts Payable
Lexington/Richland School District 5
1020 Dutch Fork Road
Irmo SC 29063

Another Printer, Inc.
10 Bush River Court
Columbia, SC 29210
(803) 798-1380

7529

INVOICE

No. **104826**

Date **8/10/2017**

Customer P.O. No.

P#1801292

QUANTITY	DESCRIPTION	AMOUNT
1,000	Chapin Intermediate School Handbook/Agenda (106 Pages + Cover Sheet) - Cover in Color, 1-Sided on White 80# Cardstock & Insides B/W, 2-Sided, No Bleeds, Clear Acetate Cover w/ 16pt. Navy Poly Leatherette Back Cover, Navy Coil Binding, 8.5 x 11 Size, Customer Provided Files	4,136.11
RECEIVED AUG 30 2017 ACCOUNTS PAYABLE		
Sales Rep: Monty Cherup Thank You For Your Business		SUB 4,136.11
		TAX 330.89
		SHIPPING
		TOTAL 4,467.00 ✓



Estimate: 67543

Estimate Info

PO:

Ref#:

Est Date: 06/16/2017

Terms: Net 30

Job: Student Agenda - coil-bind book

Customer Info

Customer: Chapin Intermediate School

Contact: I

Phone:

Email:

Trevett's Info

Rep: Eric Craft

Email: ecraft@trevetts.com

EIN: 57-1113078

SC: 032337123

6065 St. Andrews Rd. Columbia, SC 29212

Chapin Intermediate School

Page 1/1

QUANTITY

DESCRIPTION

AMOUNT

1,000

Student Agenda coil-bind book

Plastic coil bind - (black 10mil)

Color Cover on 100# Cover

Print digital color - 1 side

Book Pages on 60# Offset - 58 pages

Print digital black - 2 sides

Back Cover - Navy Blue Leatherette Cover

Front Cover - Clear Acetate 7mil

1,000

Customer Pickup

Package into Standard Box

\$5,219.12

Terms & Conditions: Additional work to convert data files will be billed at normal hourly rates. By accepting this quote, the customer agrees to pay postage before mailing. Upon failure to pay the invoice for services within 90 days, I (the customer) understand Trevett's Direct, LLC may submit the invoice to a collection service and I agree to pay all cost of collection that is accrued by Trevett's Direct, LLC or by any firm hired by Trevett's Direct, LLC to collect any outstanding invoices owed. Included all Attorney fees and costs accumulated during the collection process.

SUBTOTAL

\$5,219.12

TAX

\$361.34

TOTAL

\$5,580.46



An SDI Innovations Company

2017 Telluride 8.5x11 Contract

Order online @ schooldatebooks.com

2880 U.S. Hwy. 231 S.
Lafayette, IN 47909-2874
Phone: (800) 705-7526
Fax: (765) 471-8874

School
Chapin Intermediate School
1130 Old Lexington Highway
Chapin, SC 29036

Cont
Ms. H
Phone

Date: 6/28/2017
Sales Rep: Morgan Hainje
morgan@schooldatebooks.com
CSR: Emily King
emily.king@schooldatebooks.com

Billing and Shipping

Bill To PO#:
Chapin Intermediate School
1130 Old Lexington Highway
Chapin, SC 29036
En

Ship To Chapin Intermediate School
1130 Old Lexington Highway
Chapin, SC 29036

Desired Delivery Date: 8/16/2017
Earliest Delivery Date: 8/1/2017

No deliveries prior to 5/1/2017. To ensure on-time delivery, we will ship 7-10 days before your Earliest Delivery Date (EDD), if all deadlines are met. It is possible that your books may arrive before your Desired Delivery Date (DDD). Please take this into account when selecting your dates and make sure the facilities are open and able to accept delivery at this time. A 1-week window between the EDD and DDD is required.

Product	#Books	#Pages	Cost/Book	Base Cost
Telluride 8.5x11	1,000	24	\$2.79	\$2,790.00

Discounts *Discounts do not apply to three-year contracts

4% Discount per year with a three-year contract	\$2,790.00	x	0.00	\$0.00
4% Discount for contracts received by 10/21/16*	\$2,790.00	x	0.00	\$0.00
3% Discount for contracts received by 12/16/16*	\$2,790.00	x	0.00	\$0.00
2% Discount for contracts received by 3/31/17*	\$2,790.00	x	0.00	\$0.00
1% School District Discount	\$2,790.00	x	0.00	\$0.00

Cover Options *orders <250 will incur a per book enhancement fee; minimums apply

Custom PolyFusion™	100% custom, full-color front and back covers - highest durability	\$0.70	x	0	\$0.00
Custom Cardstock	High value, full-color, laminated cardstock front cover	\$0.40	x	1,000	\$400.00
Custom Cardstock Back Cover		\$0.20	x	0	\$0.00
Plastic Window	Artistic designs on PolyFusion™. School name will appear if handbook is added.	\$0.45	x	0	\$0.00
Personalized Cardstock	Personalized cardstock covers featuring your school name and logo in black ink	\$0.00	x	0	\$0.00
Standard Cardstock	Durable cardstock covers in your choice of 3 stock-image designs	\$0.00	x	0	\$0.00

Enhancements *orders <250 will incur a per book enhancement fee; minimums apply

Vinyl pocket page	\$0.30	x	0	\$0.00
Stickers (per sheet)	\$0.30	x	0	\$0.00
Card-stock hall pass	\$0.20	x	0	\$0.00

Accessories

This Week Marker (Minimum order of 25)	\$0.20	x	0	\$0.00
Teacher Lesson Plan and Grade Book (Minimum order of 25)	\$3.95	x	0	\$0.00

Sub-Total* **\$3,190.00**

Shipping and Handling 12%, Minimum \$25 *Rates apply to US/Canada shipments only

\$382.80

Sales Tax: Exempt# Provide Certificate

- * Net 30 (Net due within 30 days from invoice date)
- * Sales tax will be added if applicable

Total (USD) **\$3,572.80**

* Exchange policy: Custom orders (which includes handbook, personalized/custom cover, or any enhancements) cannot be exchanged. Non-custom orders can be exchanged for a different product at school's shipping expense. (Shipping must be via traceable method within 30 days of receipt.) No returns.

Buyer understands that handbook material and cover artwork are to be provided to School Datebooks, Inc. ("SDI") in the formats specified and within the deadlines provided in order to guarantee delivery by the desired delivery date. Failure to follow these guidelines may result in delivery delays and/or additional costs to the Buyer. Buyer understands that datebook and cover change requests after submission may result in additional costs and that quantity changes may result in a different per unit cost. Redelivery fees may apply if buyer is unable to accept delivery during the agreed upon delivery window. Cancelled contracts will be subject to a charge of 15% of the contract total or the total of all costs incurred as of the date of cancellation, whichever is greater. Buyer understands that when purchase orders are required, the buyer will be responsible for delivering the purchase order to SDI. In the event that invoices are not paid when due, Buyer will be responsible for any expenses, including reasonable legal fees, incurred by SDI in attempt to collect the balance due. Buyer represents and warrants to SDI that it owns or has the right to use and reproduce any and all trademarks, logos, images or other materials reproduced in this product. Buyer will be responsible for securing any required licenses and/or paying any and all licensing fees that may be due. Buyer agrees to indemnify and hold SDI harmless from and against any and all liability related to the use and reproduction of such items. As a representative of the Buyer, I understand and agree that I have authority to sign this contract and that this contract will remain in effect in the event that I leave my position prior to the completion of the contract.

☐ One-Year Contract

We agree to purchase datebooks from School Datebooks for the year of 2017-2018.

☐ Three-Year Contract

We agree to purchase datebooks from School Datebooks for the years of 2017-2018, 2018-2019, 2019-2020 at a 4% discount per year. The three year contract also "locks" into our current price grid for the length of the contract. (*Shipping rate subject to change after initial year.)

Date

Signed (School Administrator)

Title

could not deliver by deadline + personalize cover



UNAUTHORIZED PROCUREMENT

Date: 9/18/17
School/Department: CIS
Employee: _____

Facts and Circumstances Surrounding the Act and Documentation that the Price Paid is Fair and Reasonable:

Three quotes were collected. Timelines for production were analyzed.
The selected product was least expensive & able to be done in time.

Disciplinary Actions:

-Principal conferenced with employee
-Email follow-up

Corrective Actions to Prevent Reoccurrence (Appropriate Procedures):

Should meet with _____ for major purchases to confirm procedures going forward.

Signatures: _____
Employee: _____ Date: 9/19/17
Supervisor: _____ Date: 9/19/17

(Note: Return completed form to the Procurement Office.)



MEMORANDUM

TO:

FROM: Lynda Robinson, Coordinator of Purchasing Department

DATE: August 31, 2017

SUBJECT: UNAUTHORIZED PROCUREMENT

The attached purchase does not appear to be in compliance with the District's Procurement Policies and Procedures or the Procurement Code for one of the following reason(s):

- (A.) Purchase Order \$2,500- No Quotes Attached
- (B.) Split Purchase/Circumvent Bid Process
- (C.) Items/Services Procured Prior to issuing/receiving an Approved Purchase Order
- (D.) Items Purchased in February-Paid in April-Not with Statement Date
- (F.) No Quotes

In accordance with the District's Procurement Code, the Chief Financial Officer must ratify all Unauthorized Procurements. In order to facilitate his review and ratification, provide and explain a brief description of the facts and circumstances surrounding this procurement. The Disciplinary Action portion of the form is to be completed by your supervisor if the review of this information warrants such an action. Also, describe on the attached form any steps that have been taken to prevent a reoccurrence. The completed form must be returned to the Procurement Office within one (1) week. Once received by the Procurement Office, the form will be submitted to the Chief Financial Officer for his approval.

Upon ratification by the Chief Financial Officer, a copy of the ratification and supporting documents will be provided to you by the Purchasing Office for your files and the original form will be retained in the Purchasing Office for audit purposes.

If you have any questions in regard to this request, please contact me at telephone number 476-8140.

Thank you in advance for your assistance in this matter.

*Reviewed
12/10/2017*

Lowman Communications, Inc

P.O. Box 2404

Columbia, SC 29202

lciexpress@bellsouth.net

(803)926-0595

Invoice

Date	Invoice #
7/4/2017	20891

Bill To

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
1	FIRE AND SECURITY ALARM SYSTEMS MONTHLY MONITORING OF ALL ALARM SYSTEMS FOR ALL SCHOOLS(JULY)	1,537.00	1,537.00
PLEASE INCLUDE THIS INVOICE NUMBER ON YOUR PAYMENT. THANK YOU FOR YOUR BUSINESS.		Total	\$1,537.00

Lowman Communications, Inc.

P.O. Box 2404
Columbia, SC 29202
lciexpress@bellsouth.net
(833)926-0595

Invoice

Date	Invoice #
8/1/2017	20965

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
1	FIRE AND SECURITY ALARM SYSTEMS MONTHLY MONITORING OF ALL ALARMS IN ALL SCHOOLS(AUD)	1,537.00	1,537.00
PLEASE INCLUDE THIS INVOICE NUMBER ON YOUR PAYMENT. THANK YOU FOR YOUR BUSINESS.			Total \$1,537.00



Trish Larkin <tlarkin@lexrich5.org>

PR Request - Lowman Communications

1 message

Thu, Aug 10, 2017 at 8:17 AM

Attached, please find a copy of Lowman Communications purchase order from last school year.

This purchase order is for monitoring service of fire and security alarms district wide.

Our contract for this service has expired. A new contract, with another vendor should go into effect later this month.

In the interim, we continued to use the previous contract holder, Lowman Communications.

Please use the unit price of \$1,275.00 and two (2) for the unit of measure (July & August) on the PO.

Please let me know if you have any questions.

Thank you,

✉

--

Lowman Communications.pdf
85K

Purchase Order

School District Five of
Lexington and Richland Counties
1020 Dutch Fork Road
Irmo SC 29063

No. 1701412

Our purchase order number must appear on
all invoices, packages, and
correspondence

Order is to be shipped in accordance
with prices, delivery, and specifications
shown below.

Notify us immediately if you are unable
to ship as specified

P.O. Date: 09/06/2016

Questions ? (803) 476-8000

Ext:

Account:

P.O. Issued To:

Ship To:

Lowman Communications Inc
PO BOX 2404
COLUMBIA SC 29202

School District Five of Lexington and Ri
At
1020 Dutch Fork Road
Irmo SC 29063
(803) 476-8000

Contact:

Location: Maintenance

Phone: (803) 926-0595

Fax:

Project: Undesignated

Repl 464

Reference:

Date Required: 08/05/2016

Award Number:

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freight
1	15300	EA		Fire and Security Systems - District-wide	100.254.3230000.0000.009	1.00	15,300.00	0.00	0.00

16-17

Original P.O. in Open P.O. Book

APPROVAL SIGNATURES

Linda Robinson

Sub-Total: 15,300.00

Freight: 0.00

Tax: 0.00

Total Amount: 15,300.00

NOTES:

Monthly monitoring of fire and security systems for 2016-17. Emergency Procurement documentation attached.

Order Via:

Send to Requester

ENTITY COPY

Tuesday, September 06, 2016

Page 1 of 1

Purchase Requisition**Maintenance****No. 1801448****Vendor Information**Lowman Communications Inc
PO BOX 2404

COLUMBIA SC 29202

Contact Person:

Phone: (803) 926-0595

Fax:

Requisition Information

SHIP TO: School District Five of Lexington and Ri

REQUESTER

PROJECT:

REQUISITION

ORDER METHOD: Send to Requester

REQUISITION DATE: 08/29/2017 DATE REQUIRED: 09/13/2017

REFERENCE:

BUYER:

AWARD NUMBER:

Line	Qty	Unit	Part #	Description	Account Number	Unit Price	Extended	Tax	Freight
1	3	mo		Monthly District-wide monitoring service of fire and security alarms - July and August, 2017.	100.254.3230000.0000.009	1,537.00	4,611.00	0.00	0.00

APPROVAL SIGNATURES:

Sub-Total: 4,611.00**Freight:** 0.00**Tax:** 0.00**Total Amount:** 4,611.00

Notes:

FILE COPY

Tuesday, August 29, 2017

1 of 1

UNAUTHORIZED PROCUREMENT

Date: September 18, 2017

School/Department: _____

Employee: _____

Facts and Circumstances Surrounding the Act and Documentation that the Price Paid is Fair and Reasonable:

Monitoring of security and fire alarm systems is a life safety function as well a function of protecting district property.

We had anticipated having a new contract established prior to the expiration of the previous contract. Also, our administrative assistant was out on medical leave when we began the new fiscal year. As a result, a purchase order for this service wasn't entered into IV.

Disciplinary Actions:

Corrective Actions to Prevent Reoccurrence (Appropriate Procedures):

- CONTRACT IS NOW IN PLACE.

Signature _____

Employee: _____

Supervisor: _____

Date: 9/18/17

Date: 09.18.2017

(Note: Return completed form to _____ Office.)



MEMORANDUM

TO:

FROM: Lynda Robinson, Coordinator of Purchasing Department *LR*

DATE: February 14, 2018

SUBJECT: UNAUTHORIZED PROCUREMENT

The attached purchase does not appear to be in compliance with the District's Procurement Policies and Procedures or the Procurement Code for one of the following reason(s):

- (A.) Purchases over \$2,500- No Quotes Attached
- (B.) Split Purchase/Circumvent Bid Process
- (C.) Items/Services Procured Prior to issuing/receiving an Approved Purchase Order
- (D.) Purchased Food for Staff

In accordance with the District's Procurement Code, the Chief Financial Officer must ratify all Unauthorized Procurements. In order to facilitate his review and ratification, provide and explain a brief description of the facts and circumstances surrounding this procurement. The Disciplinary Action portion of the form is to be completed by your supervisor if the review of this information warrants such an action. Also, describe on the attached form any steps that have been taken to prevent a reoccurrence. The completed form must be returned to the Procurement Office within one (1) week. Once received by the Procurement Office, the form will be submitted to the Chief Financial Officer for his approval.

Upon ratification by the Chief Financial Officer, a copy of the ratification and supporting documents will be provided to you by the Purchasing Office for your files and the original form will be retained in the Purchasing Office for audit purposes.

If you have any questions in regard to this request, please contact me at telephone number 476-8140.

Thank you in advance for your assistance in this matter.

*Revised
@
3/27/2018*

Purchase Order

School District Five of
Lexington and Richland Counties
1020 Dutch Fork Road
Irmo SC 29063

No.1803839**1**

Our purchase order number must appear on
all invoices, packages, and
correspondence

Order is to be shipped in accordance
with prices, delivery, and specifications
shown below.

Notify us immediately if you are unable
to ship as specified.

PO Date: 02/13/2018**Questions ?** (803) 476-8000**Ext:** **Account:****PO Issued To:**

Southeastern Paper Group Inc
PO BOX 6220
SPARTANBURG SC 29304-6220

Ship To:

River Springs Elementary School
Attn:
15 Connie Wright Road
Irmo SC 29063
(803) 476-4400

Contact: 864-574-0440**Location:** River Springs Elementary School**Phone:** (800) 858-7230**Fax:****Project:** Undesignated**Req #:** 1803913**Reference:****Date Required:** 02/20/2018**Award Number:**

Line	Qty	Unit	Part #	Description	Account Number	Unit Price	Extended	Tax	Freight
1	1.00	EA	039-005	Blue Tile and Grout Pad	100.254.4100000.0000.053	27.81	27.81	2.61	4.89
1	1.00	EA	039-005	Blue Tile and Grout Pad	100.254.4100000.0000.049	27.81	27.81	2.62	4.89
2	1.00	EA	039-102	Black Grip Face	100.254.4100000.0000.053	23.85	23.85	1.91	0.00
2	1.00	EA	039-102	Black Grip Face	100.254.4100000.0000.049	23.85	23.85	1.91	0.00

APPROVAL SIGNATURES: _____

Sub-Total: \$103.32**Freight:** \$9.78**Tax:** \$9.05**Total Amount:** \$122.15**Notes:**

Deliveries are accepted at the main office between 8:00 AM and 3:00 PM, Monday through Friday.

Order Via: Send check to vendor**FILE COPY**



Southeastern Paper Group, Inc.

Supply Systems ♦ Service ♦ Solutions

1-800-858-7230

Reg # 1803113



PO Box 6220
Spartanburg SC 29304-6220

Customer No.	Invoice No.	Invoice Date
00578	3986986	11/09/2017
Sales Person	P.O. Number	Terms
BARRY BURGESS		NET 30 DAYS
Ship VIA	Due Date	
DIRECT 00039	12/09/2017	

637



Ship To:

SCHOOL DIST 5 OF LEXINGTON &
RICHLAND CNTIES ATTN: A/P
1020 DUTCH FORK RD
IRMO SC 29063-8822

RIVERSPRINGS ELEMENTARY SCHOOL
115 CONNIE WRIGHT ROAD
IRMO SC 29063

Page 1 of 1

Did you know we offer a complete line of packaging supplies? Call Linda Liles at 800-858-7230 Ext. 2128 for more details.

Product Number	Quantity Ordered	Unit	Description	Quantity Shipped	Back Ordered	Unit Price	Amount	Taxable
039-005	2	EACH	P0511TGBV BLUE TILE AND GROUT PAD	2		\$27.81	\$55.62	0
039-102	2	EACH	051103 BLACK GRIP FACE	2		\$23.85	\$47.70	0
999-995	1	EACH	FREIGHT	1		\$9.78	\$9.78	0
CREATED FROM DIRECT LOG# 40245 Vendor Inv# 44514								
SUBTOTAL							\$113.10	
SALES TAX							\$9.05	
SHIPPING & HANDLING							\$0.00	
TOTAL DUE							\$122.15	

This invoice is still outstanding.
Please process for payment or
call us if you have a concern.

PLEASE DETACH AND RETURN LOWER PORTION WITH PAYMENT. KEEP THE UPPER PORTION FOR YOUR RECORDS

Thank you for your business!

Customer Name	Customer No.	Invoice No.	Invoice Date	Amount Due
SCHOOL DIST 5 OF LEXINGTON &	00578	3986986	11/09/2017	\$122.15
Check No.				Amount Paid

Please write your customer number on your check.

Make checks payable to:

Southeastern Paper Group, Inc.

SOUTHEASTERN PAPER GROUP, INC.
PO BOX 890671
CHARLOTTE NC 28289-0671





UNAUTHORIZED PROCUREMENT

Date: 2-16-18
School/Department: River Springs Elementary School
Employee: _____

Facts and Circumstances Surrounding the Act that the Price Paid is Fair and Reasonable:

See Attached

Disciplinary Actions: A conference was held with
to discuss proper purchasing
procurement procedures. ensured
that he understands proper procedures at
this time.

Corrective Actions to Prevent Reoccurrence (Appropriate Procedures):

None

Signatures:

Employee: _____

Supervisor: _____

Date: 2/16/18

Date: 2/16/18

(Note: Return completed form and letter to the Procurement Office.)

Mrs. Robinson,

I placed an order in September with our regular vender Southeastern Paper Group for some items. I ordered 1 tile and grout pad and 1 grip plate for the pad. The vender took the order and I paid using the P-Card. The vender did not inform me that it was back ordered and did not inform me that he did not run the P-Card at the time the order was placed. Once the item was in stock and shipped which was in November, the order was sent to us direct from the manufacturer with no invoice or paperwork on the order. The quantity of what was delivered was wrong, they shipped us 2 of each item. I found out in January that Southeastern sent us an invoice as if I approved it as a purchase order when it was in fact supposed to be a P-Card purchase. I was not aware that Southeastern did not run the P-Card and since so much time had gone by I thought the order was already paid for. The salesman had a PO created using my name as a PO number. We were only approved for 1 of each item, not 2 as they billed us for as a past due invoice. I tried returning the incorrect items, but the vender would not take it back because it was a special ordered item. I do take ownership of the mistake as I should have followed up on getting a paid receipt from the vender. We did eventually receive an email from the vender that he made a mistake on the amount that he sent to us, but it cannot be returned. He explained that if an item is on backorder, they cannot bill us until the items are confirmed to be processed. If I had known that I would have cancelled the order. Sorry for the mistake as I know it has created a snowball effect of problems.

River Springs Elementary

February 26, 2018



MEMORANDUM

TO:

FROM: Lynda Robinson, Coordinator of Purchasing Department ✓

DATE: February 19, 2018

SUBJECT: UNAUTHORIZED PROCUREMENT

The attached purchase does not appear to be in compliance with the District's Procurement Policies and Procedures or the Procurement Code for one of the following reason(s):

- (A.) Purchases over \$2,500- No Quotes Attached
- (B.) Split Purchase/Circumvent Bid Process
- (C.) Items/Services Procured Prior to issuing/receiving an Approved Purchase Order
- (D.) Purchased Food for Staff

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If you have any questions in regard to this request, please contact me at telephone number 476-8140.

Thank you in advance for your assistance in this matter.

*Reviewed
2/27/2018*



An Inc. 5000 Fastest Growing Company for 2008, 2009, 2010 & 2011

1919 Old Dunbar Road
West Columbia, SC 29172
800.440.6723 or International 803.252.0100

INVOICE

Bill To: LEXINGTON SCHOOL DISTRICT #5
1020 DUTCH FORK ROAD
IRMO SC 29063

Ship To: IRMO ELEMENTARY SCHOOL
7401 GIBBES ST.
IRMO SC 29063

Phone #: 803-732-8275

INVOICE NUMBER	ORDER NUMBER	CUSTOMER	PO NUMBER	TERMS	SALESPERSON
INVOICE DATE	ORDER DATE	NUMBER	ORDER COMMENT		
855836	372599	IRMO2		PAYMENT DUE WITH ORDER	SR
07/12/17	07/12/17				
UNITS	U/M	ITEM DESCRIPTION	DISC	UNIT PRICE	AMOUNT
1.5	Hrs	S/O:00100016448 Date:07/12/17 Tech:MB MICHAEL BUCKNER Equ#:1002090 Ser#:100209-10279235 LABOR		78.00	117.00
1	EA	LABOR CHARGE-6/7/17 TN1009625		296.50	296.50
1	EA	PUMP, SOLTN, ELE, 120VAC, 100P SI[MALTHD] TN210033		123.00	123.00
1-	EA	VALVE, WATER, SOLENOID, 120VAC PF04/PF04 TN210033		123.00	-123.00
1	EA	VALVE, WATER, SOLENOID, 120VAC PF04/PF04 TN130304		13.50	13.50
1	EA	RECTIFIER, BRIDGE, 600V, 15A TN210033		123.00	123.00
2.5	Hrs	VALVE, WATER, SOLENOID, 120VAC PF04/PF04 LABOR		78.00	195.00
		LABOR CHARGE-7/12/17			
		Subtotal			745.00
		SALES TAX			30.31
		STATE OF SOUTH CAROLINA			25.98
		LEXINGTON (SD/BCI)			4.33
		Total Due On 07/12/17			775.31

SIGNATURE: _____

**Fwd: Carpet Extractor Estimates**

1 message

Wed, Jun 21, 2017 at 2:37 PM

----- Forwarded message -----

Date: Mon, Jun 19, 2017 at 9:43 AM

Subject: Re: Carpet Extractor Estimates

Approved once you able to use the P-card in July.

Thanks,

On Mon, Jun 19, 2017 at 9:00 AM, I

wrote:

I put these in the shop before the money got cut off. I do think these machines are worth fixing.

On Mon, Jun 19, 2017 at 8:58 AM

to:

----- Forwarded message -----

Date: Fri, Jun 16, 2017 at 9:52 AM

Subject: Carpet Extractor Estimates

Good Morning

Please see attached for your repair estimates. Please let me know how you'd like to proceed. Thank you.

Ms. Morgan Frye*Warranty & Service Coordinator***Southeastern Equipment and Supply, Inc.**

1919 Old Dunbar Road

West Columbia, SC 29172

800-440-6723

Direct 803-454-3651

Fax 803-254-9550

A 4 time INC5000 fastest growing company

morganf@southeasternequipment.net

www.southeasternequipment.net

Purchase Order

School District Five of
Lexington and Richland Counties
1020 Dutch Fork Road
Irmo SC 29063

No.1803906

Our purchase order number must appear on
all invoices, packages, and
correspondence

Order is to be shipped in accordance
with prices, delivery, and specifications
shown below.

Notify us immediately if you are unable
to ship as specified.

PO Date: 02/19/2018

Questions ? (803) 476-8000

Ext: Account:

PO Issued To:

Ship To:

Southeastern Equipment & Supply Inc
1919 Old Dunbar Road
West Columbia SC 29172

Irmo Elementary School

Contact:

Location: Irmo Elementary School

Phone: (803) 454-3650

Fax: (803) 254-9550

Project: Undesignated

Req #: 1804106

Reference:

Date Required: 03/03/2018

Award Number:

Line	Qty	Unit	Part #	Description	Account Number	Unit Price	Extended	Tax	Freight
1	1.50	EA		Labor	100.254.4100000.0000.043	78.00	117.00	0.00	0.00
2	1.00	0	TN1009625	Pump	100.254.4100000.0000.043	296.50	296.50	20.76	0.00
3	1.00	0	TN130304	Rectifier, bridge	100.254.4100000.0000.043	13.50	13.50	0.95	0.00
4	1.00	0	TN210033	Valve	100.254.4100000.0000.043	123.00	123.00	8.60	0.00
5	2.50	0		Labor	100.254.4100000.0000.043	78.00	195.00	0.00	0.00

APPROVAL SIGNATURES: _____

Sub-Total:	\$745.00
Freight:	\$0.00
Tax:	\$30.31
Total Amount:	\$775.31

Notes:

Deliveries are accepted at the main office between 8:00 AM and 3:00 PM, Monday through Friday.

Order Via: Phone

FILE COPY



UNAUTHORIZED PROCUREMENT

Date: 3-1-18
School/Department: Irmo Elementary
Employee: _____

Facts and Circumstances Surrounding the Act that the Price Paid is Fair and Reasonable:

and I spoke about this incident. He said he typically does not use the P-card at this vendor. They send a bill and he pays it. He believes the bill was sent later due to an error on their part - his sales rep was in training at the time. However, he was given the bill several months prior to it being paid to verify the purchase. He did not return the verification in a timely manner.

Disciplinary Actions: Was told to always bring an invoice back to him if he does not use the P-card himself. The invoice should always be itemized. It is his responsibility to follow up with purchased items from the maintenance account. This paperwork will be kept in his personnel file at the school. In the event of another violation, a formal writeup will be sent to his personnel file at the district level.

Corrective Actions to Prevent Reoccurrence (Appropriate Procedures):
Will either utilize the P-card or return an itemized invoice on the day of the purchase.

Signatures:
Employee: _____ Date: 3-5-18
Supervisor: _____ Date: 3-5-18

(Note: Return completed form and letter to the Procurement Office.)



MEMORANDUM

TO: **A.E. Corley Elementary School**
A.E. Corley Elementary School

FROM: **Lynda Robinson, Coordinator of Purchasing Department**

DATE: **January 8, 2018**

SUBJECT: **UNAUTHORIZED PROCUREMENT**

The attached purchase does not appear to be in compliance with the District's Procurement Policies and Procedures or the Procurement Code for one of the following reason(s):

- (A.) Purchases over \$2,500- No Quotes Attached
- (B.) Split Purchase/Circumvent Bid Process
- (C.) **Items/Services Procured Prior to issuing/receiving an Approved**
- (D.) **Requisition Order**
- (E.) Purchased Portable Space Heater – Per Maintenance Not Permissible

In accordance with the District's Procurement Code, the Chief Financial Officer must ratify all Unauthorized Procurements. In order to facilitate his review and ratification, provide and explain a brief description of the facts and circumstances surrounding this procurement. The Disciplinary Action portion of the form is to be completed by your supervisor if the review of this information warrants such an action. Also, describe on the attached form any steps that have been taken to prevent a reoccurrence. The completed **form must be returned to the Procurement Office within one (1) week**. Once received by the Procurement Office, the form will be submitted to the Chief Financial Officer for his approval.

Upon ratification by the Chief Financial Officer, a copy of the ratification and supporting documents will be provided to you by the Purchasing Office for your files and the original form will be retained in the Purchasing Office for audit purposes.

If you have any questions in regard to this request, please contact me at telephone number 476-8140.

Thank you in advance for your assistance in this matter.

Reviewed
W
3/27/2018

Purchase Order

School District Five of
Lexington and Richland Counties
1020 Dutch Fork Road
Irmo SC 29063

No. 1803291

Our purchase order number must appear on
all invoices, packages, and
correspondence

Order is to be shipped in accordance
with prices, delivery, and specifications
shown below.

Notify us immediately if you are unable
to ship as specified.

P.O. Date: 01/08/2018**Questions ?** (803) 476-8000**Ext:****Account:****P.O. Issued To :****Ship To:**

Williams Douglas F
609 Timberleaf Court
Columbia SC 29212

HE Corley Elementary School

Contact:**Location:** HE Corley Elementary School**Phone:****Fax:****Project:** Undesignated**Req#** 1803475**Reference:****Date Required:** 01/23/2018**Award Number:**

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freight
1	1	EA		Field Trips - Third Grade	723.271.6600000.1104.049	340.00	340.00	0.00	0.00

APPROVAL SIGNATURES:

Sub-Total:	340.00
Freight:	0.00
Tax:	0.00
Total Amount:	340.00

NOTES:

Deliveries are accepted at the main office between 8:00 AM and 3:00 PM, Monday through Friday.

December 14, 2017 In house Field trip wit

Order Via:**Phone****FILE COPY**

Monday, January 08, 2018

Page 1 of 1



Douglas F. "Dr. Doug" Williams
 609 Timberleaf Court
 Columbia, SC 29212
 Phone: 803-319-3346
 Email: drdoug48@att.net

SS# 157-40-8014
 (W-9 on file in District Office)

BILL TO:

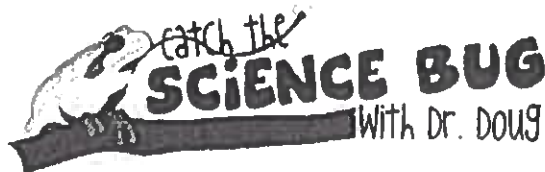
H E Corley Elementary
 1500 Chadford Rd.
 Irmo, SC 29063

Please remit payment to:

DOUGLAS F. WILLIAMS
 609 Timberleaf Court
 Columbia, SC 29212

Invoice #: 17-192
 Invoice Date: 12/15/17
 Customer ID: HE CORLEY

Date of Service	Time	Description	Teacher worked with	# of students	# of sessions	Unit Price	Total
Dec. 14, 2017	8:00AM-12:00PM	3rd grade in-school field trip with Dr. Doug (Rock Attack - Physical Weathering)	3rd Grade Ms. Jones	85	4	\$4 per student	\$340.00
Balance Due:							\$340.00
Date Due:							Dec. 31, 2017



Thank you for the opportunity to provide this service to your school and students!



UNAUTHORIZED PROCUREMENT

Date:

School/Department:

Employee:

January 23, 2018
JHEC

Facts and Circumstances Surrounding the Act that the Price Paid is Fair and Reasonable:

Dr. Daug was on an in house field trip. I tried to contact him on numerous occasions to inquire about payment. Dr. Daug never returned my phone calls. He then came to the school and I had not paid him. Later I decided to enter the P.O. which was incorrect. I received an email on 1-22-18 where he stated he had received my voicemail but he still has yet to contact me.

Disciplinary Actions:

Spoke with

Corrective Actions to Prevent Reoccurrence (Appropriate Procedures):

Will be cognative of the fact nothing can be authorized or set up without receiving P.O. from D.O. Also vendors may have to reschedule when they fail to follow up on messages left.

Signatures:

Employee:

Supervisor:

Date:

Date:

1/23/18

1-23-18

(Note: Return completed form and letter to the Procurement Office.)



Rochelle Clarke <rclarke@lexrich5.org>

Fwd: Invoice 17-192 Re: HEC- Rock Attack Dec. 14

Mon, Jan 22, 2018 at 9:26 AM

I wanted to send this to you so you could figure it out. Thanks.

----- Forwarded message -----

From: **Douglas Williams** <drdoug48@att.net>

Date: Mon, Jan 22, 2018 at 9:24 AM

Subject: Fw: Invoice 17-192 Re: HEC- Rock Attack Dec. 14

Good morning!

I understand that _____ is no longer there. I received a phone message from someone about using a Visa card. Sorry - I am unable to accept payment with a Visa. Can you please check on this invoice (attached) for me?
Thanks!

Dr. Doug

Douglas "Dr. Doug" Williams, PhD

Senior Scientist and Provider of *Catch-the-Science Bug with Dr. Doug* in-school field trips

Founder, Blue Marble Science (www.bluemarblescience.org)

Distinguished Professor Emeritus of Marine and Geological Sciences, USC-Columbia

609 Timberleaf Ct., Columbia, SC 29212 803-319-3346

"A hundred years from now, it will not matter what my bank account was, the sort of house I lived in, or the kind of car I drove. But the world may be different, because I was important in the life of a child." Forest Witcraft

----- Forwarded Message -----

From: Douglas Williams <drdoug48@att.net>

To:


Sent: Friday, December 15, 2017 10:24 AM

Subject: Invoice 17-192 Re: HEC- Rock Attack Dec. 14

[Quoted text hidden]

--

Third Grade Teacher
H. E. Corley Elementary School

 17-192(Pend)_HE Corley_3rd_Rock Attack_14Dec2017.pdf
912K



MEMORANDUM


TO: , H.E. Corley Elementary School
4, H.E. Corley Elementary School

FROM: Lynda Robinson, Coordinator of Purchasing Department

DATE: January 8, 2018

SUBJECT: UNAUTHORIZED PROCUREMENT

The attached purchase does not appear to be in compliance with the District's Procurement Policies and Procedures or the Procurement Code for one of the following reason(s):

- (A.) Purchases over \$2,500- No Quotes Attached
- (B.) Split Purchase/Circumvent Bid Process
- (C.) Items/Services Procured Prior to issuing/receiving an Approved 
- (D.) Requisition Order
- (E.) Purchased Portable Space Heater – Per Maintenance Not Permissible

In accordance with the District's Procurement Code, the Chief Financial Officer must ratify all Unauthorized Procurements. In order to facilitate his review and ratification, provide and explain a brief description of the facts and circumstances surrounding this procurement. The Disciplinary Action portion of the form is to be completed by your supervisor if the review of this information warrants such an action. Also, describe on the attached form any steps that have been taken to prevent a reoccurrence. The completed form must be returned to the Procurement Office within one (1) week. Once received by the Procurement Office, the form will be submitted to the Chief Financial Officer for his approval.

Upon ratification by the Chief Financial Officer, a copy of the ratification and supporting documents will be provided to you by the Purchasing Office for your files and the original form will be retained in the Purchasing Office for audit purposes.

If you have any questions in regard to this request, please contact me at telephone number 476-8140.

Thank you in advance for your assistance in this matter.

*Received
@
3/27/2018*

Purchase Order

School District Five of
Lexington and Richland Counties
1020 Dutch Fork Road
Irmo SC 29063

No. 1803290

Our purchase order number must appear on
all invoices, packages, and
correspondence

Order is to be shipped in accordance
with prices, delivery, and specifications
shown below.

Notify us immediately if you are unable
to ship as specified.

P.O. Date: 01/08/2018**Questions ?** (803) 476-8000**Ext:****Account:****P.O. Issued To :****Ship To:**

Fully Promoted
7249 St. Andrews Rd, Suite 300
Columbia SC 29212

HE Corley Elementary School

1500 Chadford Road
Irmo SC 29063
(803) 476-4001

Contact:**Location:** HE Corley Elementary School**Phone:****Fax:****Project:** Undesignated**Req#** 1803437**Reference:** 1**Date Required:** 01/05/2018**Award Number:**

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freight
1	1	EA	UT	Fully Promoted - Travel Mugs with handle for staff	723.271.6800000.2540.049	1,168.54	1,168.54	0.00	0.00

APPROVAL SIGNATURES:

**Sub-Total:** 1,168.54**Freight:** 0.00**Tax:** 0.00**Total Amount:** 1,168.54**NOTES:**

Deliveries are accepted at the main office between 8:00 AM and 3:00 PM, Monday through Friday.

Christmas gift for the staff.

Order Via:**Phone****FILE COPY**

Monday, January 08, 2018

Page

1 of 1



FULLY PROMOTED

Branded Products & Marketing Services

INVOICE

A 45136

7249 St. Andrews Rd., Suite 300, Columbia, SC 29212

Phone: 803-787-5117 Fax: 803-223-9470

Email: columbiasc.csa@fullypromoted.com

Web Site: www.embroidmesc.com

Date: 12/14/2017

Billing Information

H. E. Corley Elementary

School Dist Five, Accounts Payable

1020 Dutch Fork Road

Irmo, SC 29063

Phone: 476-4002

Fax:

EMail:

Shipping Information

Contact:

Cell:

Ship Method: Pick Up

Sales Rep: House Account

Order Description

Owenton Travel Mug-140 pcs

Style	Description	Color/Location	Size	Qty	Unit Price	Line Total
ATM329	Processed by: Julie ***** Owenton 16oz. Dotted Grip Travel Mugs w/ Handle (Rush Production Pricing) Imprint Color: lbd	Stainless Steel	16oz.	140	6.95	973.00
SET	Setup Charge			1	49.00	49.00
SHIP	Shipping - at cost estimate			1	75.00	75.00

Notes

artwork: Q:\HE CORLEY\Travel Mug\HE Corley
Stainless Travel Mug.cdr
*Please confirm font and if a 1 sided or 2 sided imprint is
desired
Sequence # 40343

Thank you for choosing Fully Promoted

Any unpaid invoice past 30 days is considered delinquent.

A late fee of 1.5% per month shall be added for every month invoice is outstanding.

Any additional fees incurred resulting in collection of this invoice such as: processing, filing,
collection, travel, lawyer or legal fees, etc. shall be added and considered due.

Payments

Date	Payment	Amt
------	---------	-----

Sub Total

1,097.00

Total

1,097.00

Tax Amount

71.54

Net Total

1,168.54

Paid

0.00

Balance Due

1,168.54



UNAUTHORIZED PROCUREMENT

Date: Jan. 23, 2018
School/Department: HEC
Employee: _____

Facts and Circumstances Surrounding the Act that the Price Paid is Fair and Reasonable:

Staff Christmas gifts and they were purchased quickly due to end of winter break coming. Cannot use P card for staff gifts and they were not ordered timely.

Disciplinary Actions:

Spoke with

Corrective Actions to Prevent Reoccurrence (Appropriate Procedures):

Make sure a P.O. is completed prior to ordering items.

Signatures:

Employee: _____

Supervisor: _____

Date: 1-23-18

Date: 1-23-18

(Note: Return completed form and letter to the Procurement Office.)



(IHS)
Rec'd
1-23-18

MEMORANDUM

TO:

FROM: Lynda Robinson, Coordinator of Purchasing Department

DATE: January 10, 2018

SUBJECT: UNAUTHORIZED PROCUREMENT

The attached purchase does not appear to be in compliance with the District's Procurement Policies and Procedures or the Procurement Code for one of the following reason(s):

- (A.) Purchases over \$2,500- No Quotes Attached
- (B.) Split Purchase/Circumvent Bid Process
- (C.) Items/Services Procured Prior to issuing/receiving an Approved
- (D.) Requisition Order
- (E.) Purchased Portable Space Heater – Per Maintenance Not Permissible

In accordance with the District's Procurement Code, the Chief Financial Officer must ratify all Unauthorized Procurements. In order to facilitate his review and ratification, provide and explain a brief description of the facts and circumstances surrounding this procurement. The Disciplinary Action portion of the form is to be completed by your supervisor if the review of this information warrants such an action. Also, describe on the attached form any steps that have been taken to prevent a reoccurrence. The completed form must be returned to the Procurement Office within one (1) week. Once received by the Procurement Office, the form will be submitted to the Chief Financial Officer for his approval.

Upon ratification by the Chief Financial Officer, a copy of the ratification and supporting documents will be provided to you by the Purchasing Office for your files and the original form will be retained in the Purchasing Office for audit purposes.

If you have any questions in regard to this request, please contact me at telephone number 476-8140.

Thank you in advance for your assistance in this matter.

Received
3/27/2018

Purchase Order

School District Five of
Lexington and Richland Counties
1020 Dutch Fork Road
Irmo SC 29063

No. 1803076

Our purchase order number must appear on
all invoices, packages, and
correspondence

Order is to be shipped in accordance
with prices, delivery and specifications
shown below.

Notify us immediately if you are unable
to ship as specified.

P.O. Date: 12/12/2017

Questions ? (803) 476-8000

Ext: Account:

P.O. Issued To :

Ship To:

Alexandra, Marina
3537 Raven Hill Road
Columbia SC 29204

Irmo High School

6671 St. Andrews Road
Columbia SC 29212
(803) 476-3000

Contact:

Location: Irmo High School

Phone:

Fax:

Project: Undesignated

Req# 1803261

Reference:

Date Required: 12/23/2017

Award Number:

Line	Qty	Unit	Part#	Description	Unit Price	Extended	Tax	Freight
1	38			ARTIST IN RESIDENCE-SEPT. 15 THROUGH DECEMBER 12TH	100.00	3,600.00	0.00	0.00

APPROVAL SIGNATURES:

Lynda Robinson

Sub-Total: 3,600.00

Freight: 0.00

Tax: 0.00

Total Amount: 3,600.00

NOTES:

Deliveries are accepted at the main office between 8:00 AM and 3:00 PM, Monday through Friday.

Order Via:

Send to Requester

VENDOR COPY

Tuesday, December 12, 2017

Page 1 of 1

Artist in Residency

MA121217

Teaching schedule Fall 2017

September 15th -1,5 hours

September 19th -1,5 hours

September 21st - 1,5 hours

September 25th -1,5 hours

September 29th -1,5 hours

October 3rd - 1,5 hours

October 5th 1,5 hours

October 10th 1,5 hours

October 12th 1,5 hours

October 16th 1,5 hours

October 24th 1,5 hours

October 25 1,5 hours

November 7th 1,5 hours

November 14th 1,5 hours

November 16th 1,5 hours

November 20th 1,5 hours

November 21st 1,5 hours

November 27th 1,5 hours

November 28th 1,5 hours

December 1st 1,5 hours

December 5th 3 hours

December 11th 1,5 hours

December 12th 1,5 hours

Total hours 36

If I am not mistaken my total amount for this semester should be $36 \times 100 = \$3,600$

RECEIVED
1 - 2017
ACCOUNTS PAYABLE



UNAUTHORIZED PROCUREMENT

Date: 1/26/18
School/Department: HS
Employee: _____

Facts and Circumstances Surrounding the Act that the Price Paid is Fair and Reasonable:

I directed
submit a PO/requisition for
services. I did not realize
she had not done so until later.

Disciplinary Actions:

Meeting with

Corrective Actions to Prevent Reoccurrence (Appropriate Procedures):

Repeat to all staff necessity of
obtaining PO prior to purchase.

Signatures:

Employee: _____

Supervisor: _____

Date: _____

Date: 1/26/18

(Note: Return completed form and letter to the Procurement Office.)



MEMORANDUM

TO: Chapin Intermediate School
Chapin Intermediate School

FROM: Lynda Robinson, Coordinator of Purchasing Department

DATE: January 10, 2018

SUBJECT: UNAUTHORIZED PROCUREMENT

The attached purchase does not appear to be in compliance with the District's Procurement Policies and Procedures or the Procurement Code for one of the following reason(s):

- (A.) Purchases over \$2,500- No Quotes Attached
- (B.) Split Purchase/Circumvent Bid Process
- (C.) Items/Services Procured Prior to issuing/receiving an Approved
- (D.) Requisition Order
- (E.) Purchased Portable Space Heater – Per Maintenance Not Permissible

In accordance with the District's Procurement Code, the Chief Financial Officer must ratify all Unauthorized Procurements. In order to facilitate his review and ratification, provide and explain a brief description of the facts and circumstances surrounding this procurement. The Disciplinary Action portion of the form is to be completed by your supervisor if the review of this information warrants such an action. Also, describe on the attached form any steps that have been taken to prevent a reoccurrence. The completed form must be returned to the Procurement Office within one (1) week. Once received by the Procurement Office, the form will be submitted to the Chief Financial Officer for his approval.

Upon ratification by the Chief Financial Officer, a copy of the ratification and supporting documents will be provided to you by the Purchasing Office for your files and the original form will be retained in the Purchasing Office for audit purposes.

If you have any questions in regard to this request, please contact me at telephone number 476-8140.

Thank you in advance for your assistance in this matter.

*Received
@
3/27/2018*

Purchase Order

**School District Five of
Lexington and Richland Counties**
1020 Dutch Fork Road
Irmo SC 29063

No. 1803282

Our purchase order number must appear on
all invoices, packages, and
correspondence

Order is to be shipped in accordance
with prices, delivery, and specifications
shown below.

Notify us immediately if you are unable
to ship as specified.

P.O. Date: 01/05/2018**Questions ?** (803) 476-8000**Ext:****Account:****P.O. Issued To :****Ship To:**

Churchich Recreational Design Inc
20 Towne Drive PMB 186
Bluffton SC 29910

Chapin Intermediate School
Attn:
1130 Old Lexington Hwy
Chapin SC 29036
(803) 575-5700

Contact:**Location:** Chapin Intermediate School**Phone:** (843) 757-3156**Fax:** (843) 757-3150**Project:** Undesignated**Req#** 1803446**Reference:** [**Date Required:** 01/04/2018**Award Number:**

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freight
1	1	EA		Shade Systems	898.253.5400000.0164.050	3,700.00	3,700.00	259.00	900.00
2	1	EA		Installation	898.253.5400000.0164.050	3,075.00	3,075.00	0.00	0.00

APPROVAL SIGNATURES:

**Sub-Total:** 6,775.00**Freight:** 900.00**Tax:** 259.00**Total Amount:** 7,934.00**NOTES:**

Deliveries are accepted at the main office between 8:00 AM and 3:00 PM, Monday through Friday.

Order Via:

Send to Requester

FILE COPY

Wednesday, January 10, 2018

Page

1 of 1

Churchich Recreation & Design

(CRD of Hiton Head, Inc.)
20 Towne Drive PMB 186
Bluffton, SC 29910
843-757-3156
843-757-3150 (fax)

Invoice

Date	Invoice No.
11/14/17	1698RV1

Bill To
Chapin Intermediate School 1130 Old Lexington Hwy Chapin SC 29036



churchich
RECREATION & DESIGN

P.O. Number	Terms
signed quote	Due on receipt

FOB	Project
jobsite	Shade

Item	Description	Quantity	Rate	Amount
Shade Systems	20' x 20' x 8' in ground shade	1	3,700.00	3,700.00T
Freight	Shipping Charge	1	900.00	900.00T
Installation	Installation	1	3,075.00	3,075.00

Thank you for your business	Subtotal	\$7,675.00
	Sales Tax (7.0%)	\$322.00
	Total	\$7,997.00



UNAUTHORIZED PROCUREMENT

Date: 1/24/18
School/Department: LES
Employee: Multiple

Facts and Circumstances Surrounding the Act that the Price Paid is Fair and Reasonable:

- we earned a grant for a shade structure
- we contacted multiple vendors from the district approved list
- only one vendor had a product that was in our price range for the grant.
- we worked with the office of Finance & Operations to properly install the new equipment

Disciplinary Actions:

Conferenced with all involved

Corrective Actions to Prevent Reoccurrence (Appropriate Procedures):

Will consult finance/purchasing on future grants

Signatures:

Employee:

Supervisor:

Date:

Date: 1/24/18

(Note: Return completed form and letter to the Procurement Office.)

Fwd: Shade Structure

1 message

Thu, Jan 25, 2018 at 10:20 AM

Below is the email I got from Mr. Drozdak on Jan 3rd to do a PO as well as my answer explaining the procedure to follow.

Thanks for letting me know about the write up.

Have a good day

----- Forwarded message -----

Date: Thu, Jan 4, 2018 at 9:38 AM

Subject: Re: Shade Structure

Mr. Drozdak,

I got your email and will be entering the requisition for the invoice you attached, however, that invoice is from November 2017 and I would like to emphasize the importance on following the purchasing procedures we have in place.

When contacting a vendor please request a quote and send that to me to enter in the request in the system (requisition). Once processed, I give you the PO number and at that point the vendor is given the green light to proceed. After the materials have been delivered/installed, the vendor issues an invoice to go against that PO and payment is processed. In other words, we need to have a PO number before receiving any goods.

If you have any questions let me know. I will be glad to help.

On Wed, Jan 3, 2018 at 7:50 AM,

> wrote:

Could you please complete a purchase order for the shade structure?

Thanks.

----- Forwarded message -----

From: C

Date: Tue, Jan 2, 2018 at 1:35 PM

Subject: Fwd: Shade Structure

I do not see a purchase order for Churchich Recreation & Design for the shade structure. Your school bookkeeper can help you with the PO. The expense account is 898.253.5400000.0164.050 for expendable equipment. Once the PO is approved and the item received in IV, Accounts Payable can pay the invoice.

Thanks!

----- Forwarded message -----

Date: Tue, Jan 2, 2018 at 11:21 AM

Subject: Shade Structure

Mrs.

Here is the invoice for the shade structure we discussed on the phone today.

Thanks,

--

Chapin Intermediate School

--

--

Chapin Intermediate School



MEMORANDUM

TO:

FROM: Lynda Robinson, Coordinator of Purchasing Department

DATE: January 19, 2018

SUBJECT: UNAUTHORIZED PROCUREMENT

The attached purchase does not appear to be in compliance with the District's Procurement Policies and Procedures or the Procurement Code for one of the following reason(s):

- (A.) Purchases over \$2,500- No Quotes Attached
- (B.) Split Purchase/Circumvent Bid Process
- (C.) **Items/Services Procured Prior to issuing/receiving an Approved Purchase Order**
- (D.) Past Due Invoice – Payment with Visa Card

In accordance with the District's Procurement Code, the Chief Financial Officer must ratify all Unauthorized Procurements. In order to facilitate his review and ratification, provide and explain a brief description of the facts and circumstances surrounding this procurement. The Disciplinary Action portion of the form is to be completed by your supervisor if the review of this information warrants such an action. Also, describe on the attached form any steps that have been taken to prevent a reoccurrence. The completed form must be returned to the Procurement Office within one (1) week. Once received by the Procurement Office, the form will be submitted to the Chief Financial Officer for his approval.

Upon ratification by the Chief Financial Officer, a copy of the ratification and supporting documents will be provided to you by the Purchasing Office for your files and the original form will be retained in the Purchasing Office for audit purposes.

If you have any questions in regard to this request, please contact me at telephone number 476-8140.

Thank you in advance for your assistance in this matter.

*Revised
@
3/27/2018*

Purchase Order

School District Five of
Lexington and Richland Counties
1020 Dutch Fork Road
Irmo SC 29063

No.1803199

Our purchase order number must appear on
all invoices, packages, and
correspondence

Order is to be shipped in accordance
with prices, delivery, and specifications
shown below.

Notify us immediately if you are unable
to ship as specified.

PO Date: 12/20/2017

Questions ? (803) 476-8000

Ext: Account:

PO Issued To:

Ship To:

Southern Interscholastic
UNIVERSITY OF SOUTH CAROLINA
SCHOOL OF JOURNALISM AND MASS COMM
COLUMBIA SC 29208

Dutch Fork High School

1400 Old Tamah Road
Irmo SC 29063
(803) 476-3300

Contact:

Location: Dutch Fork High School

Phone: (803) 777-6284

Fax: (803) 777-4103

Project: Undesignated

Req #: 1803357

Reference: 1

Date Required: 12/30/2017

Award Number:

Line	Qty	Unit	Part #	Description	Account Number	Unit Price	Extended	Tax	Freight
1	1.00	EA		Evaluation of Magazine	727.271.6600000.2645.051	70.00	70.00	0.00	0.00

PPROVAL SIGNATURES:

Lynda Robinson

Sub-Total: \$70.00

Freight: \$0.00

Tax: \$0.00

Total Amount: \$70.00

Notes:

Deliveries are accepted at the main office between 8:00 AM and 3:00 PM, Monday through Friday.

Evaluation for Literary Magazine

Order Via: Send check to vendor

FILE COPY

1/19/2018

Page

1 of 1



1803357

SIPA

800 Sumter Street

School of Journalism and Mass Comm

University of South Carolina

Columbia, SC 29208

p: 803.777.6146

e: dennislc@mailbox.sc.edu

INVOICE

Date: 9/18/2017

Email: dennislc@mailbox.sc.edu

Bill to:

Revelations

Dutch Fork HS

1400 Old Tamah Road

Irmo, SC 29063

Membership: I am already a lifetime member.

Evaluation: I would like an evaluation of my publication - \$70.

Annotation:

Late Fee:

Total Due: \$70.00

Please mail payment to: SIPA

800 Sumter Street

University of South Carolina

SJMC

Columbia, SC 29208

Purchase Order

School District Five of
Lexington and Richland Counties
1020 Dutch Fork Road
Irmo SC 29063

No.1803195

Our purchase order number must appear on
all invoices, packages, and
correspondence

Order is to be shipped in accordance
with prices, delivery, and specifications
shown below.

Notify us immediately if you are unable
to ship as specified.

PO Date: 12/20/2017

Questions ? (803) 476-8000

Ext: Account:

PO Issued To:

Ship To:

Scspa
SCHOOL OF JOURNALISM
UNIVERSITY OF SOUTH
COLUMBIA SC 29208

Dutch Fork High School

1400 Old Tamar Road
Irmo SC 29063
(803) 476-3300

Contact:

Location: Dutch Fork High School

Phone: (803) 777-6284

Fax: (803) 777-4103

Project: Undesignated

Req #: 1803356

Reference:

Date Required: 12/30/2017

Award Number:

Line	Qty	Unit	Part #	Description	Account Number	Unit Price	Extended	Tax	Freight
1	1.00	EA		Conference	727.271.6600000.1250.051	485.00	485.00	0.00	0.00

APPROVAL SIGNATURES:

Lynda Robinson

Sub-Total: \$485.00

Freight: \$0.00

Tax: \$0.00

Total Amount: \$485.00

Notes:

Deliveries are accepted at the main office between 8:00 AM and 3:00 PM, Monday through Friday.

Conference

Order Via: Send check to vendor

FILE COPY

01/19/2018

Page

1 of 1

SCSPA Fall Conference
October 2, 2017
Invoice #645

News
1803354

The Renaissance, Revelations, The Silver Screen Report
Dutch Fork High School
1400 Old Tamah Road
Irmo, SC 29063

Invoice Date: 12/11/2017

Make check to USC/SCSPA and mail to:
SCSPA

800 Sumter Street
School of Journalism and Mass Communications
The University of South Carolina
Columbia, S.C. 29208

Invoices not paid within six weeks of conference date are subject to \$25 late fee

Invoice	
Paying Advisers	\$0.00
Non Mem Advisers	\$0.00
22 Paying Students	\$440.00
Non Mem Students	\$0.00
Payment Late Fee <input checked="" type="radio"/> yes <input type="radio"/> no	\$25.00
Reserved Parking Space(s)	\$0.00
2 Board Adviser Lunch	\$20.00
Total	\$485.00

**Outstanding
Balance
\$485.00**

PO #

Notes



UNAUTHORIZED PROCUREMENT

Date: 1/29/18
School/Department: DFL Journalism
Employee: _____

Facts and Circumstances Surrounding the Act that the Price Paid is Fair and Reasonable:

The SIPA invoice is for the 2016-2017 school year and a request was in place for that. Since the magazine was submitted on the last day of school (the deadline was June 5), the invoice wasn't generated until the start of the 2017-2018 school year. I did not realize the request would not roll over. The SCSPA invoice is for our field trip to the SCSPA conference in October. I thought I put in a request before the conference. This money was paid by students who attended the conference and did not come out of our budget.

Disciplinary Actions:

Corrective Actions to Prevent Reoccurrence (Appropriate Procedures):

Procedures reiterated and reviewed

Signatures: _____

Employee: _____

Supervisor: _____

Date: 1/29/18

Date: 1/29/18

(Note: Return completed form and _____ to the Procurement Office.)



MEMORANDUM

TO: Dutch Fork High
Dutch Fork High

FROM: Lynda Robinson, Coordinator of Purchasing Department

DATE: June 13, 2018

SUBJECT: UNAUTHORIZED PROCUREMENT

The attached purchase does not appear to be in compliance with the District's Procurement Policies and Procedures or the Procurement Code for one of the following reason(s):

- (A.) Purchases over \$2,500- No Quotes Attached
- (B.) Split Purchase/Circumvent Bid Process
- (C.) Items/Services Procured Prior to issuing/receiving an Approved Purchase Order
- (D.) Use Visa Card to pay for Past Due Invoice
- (E.) Use Visa Card to pay for non-employee hotel stay

In accordance with the District's Procurement Code, the Chief Financial Officer must ratify all Unauthorized Procurements. In order to facilitate his review and ratification, provide and explain a brief description of the facts and circumstances surrounding this procurement. The Disciplinary Action portion of the form is to be completed by your supervisor if the review of this information warrants such an action. Also, describe on the attached form any steps that have been taken to prevent a reoccurrence. **The completed form must be returned to the Procurement Office within one (1) week.** Once received by the Procurement Office, the form will be submitted to the Chief Financial Officer for his approval.

Upon ratification by the Chief Financial Officer, a copy of the ratification and supporting documents will be provided to you by the Purchasing Office for your files and the original form will be retained in the Purchasing Office for audit purposes.

If you have any questions in regard to this request, please contact me at telephone number 476-8140.

Thank you in advance for your assistance in this matter.

*Review of
①
7/2/2018*



Musical Innovations

150-G Tanner Rd. at Butler
Greenville, SC 29607-5917

(864) 286-8742 (28-MUSIC)
www.musicalinnovations.biz

INVOICE

INVOICE	DATE
267235	01/16/2018 11:07a
ACCT	EMPL ID
8965	DSP
TERMS	PO
Net 15	1801206

Bill To: Dutch Fork High School

H(803) 476-3300

Return
W/ Payment

QTY	SKU#	DESCRIPTION	PRICE EA	TOTAL
1	MAVFM146	Bell Mallets, Vic Firth, Aluminum	42.75	42.75
3	MAIPFS250	Mallets, Innovative Percussion, Field Series, Birch, Gray Yarn	43.00	129.00
1	MAMBG1	Gong Mallets, Balter GM1	54.00	54.00
2	MAVFM188	Mallets, Vic Firth, Rattan, Vibe, Hard Yarn	46.75	93.50
1	MAMB93BXL	Mallets, Balter, Unwound Extra Hard Phenolic, Birch	33.00	33.00
4	MAIPFS150	Mallets, Innovative Percussion, Field Series, Birch, Gray Yarn	43.00	172.00
5	CLPEPCX100	Rack Clamp, Pearl, PCX100	44.00	220.00
1	DHEVTT10SB1	Drum Head, Evans, Tenor, SB1	11.20	11.20
1	DHEVTT12SB1	Drum Head, Evans, Tenor, SB1	11.20	11.20
1	DHEVTT13SB1	Drum Head, Evans, Tenor, SB1	11.20	11.20
1	DHEVTT14SB1	Drum Head, Evans, Tenor, SB1	11.19	11.19
1	DHEVTT06SB1	Drum Head, Evans, Tenor, SB1	11.19	11.19
7	DHREKS061400	Drum Head, Remo, Snare, Black Max	47.49	332.43
6	DHREKL0214SA	Drum Head, Remo, Snare Side, Falams II	36.49	218.94
2	DHEVBD18MX2B	Drum Head, Evans, Bass Drum, MX2B	43.49	86.98
2	DHEVBD20MX2B	Drum Head, Evans, Bass Drum, MX2	45.95	91.90
2	DHEVBD22MX2B	Drum Head, Evans, Bass, MX2	49.95	99.90
2	DHEVBD24MX2B	Drum Head, Evans, Bass Drum, MX2B	53.49	106.98
2	DHEVBD28MX2B	Drum Head, Evans, Bass Drum, MX2	62.49	124.98

Please note our invoices are Net 15. We thank you for your prompt payment and hope to have the opportunity to serve you again soon.

Charge	2011.33	SUBTOTAL	1862.34
		8% Richland County	148.99
		TOTAL	2011.33
		AMOUNT RECEIVED	0.00
SIGNATURE: _____		BALANCE	2011.33



Musical Innovations

PO BOX 1000
Spartanburg SC 29007-5001
(803) 536-8712 (26-9138) X
www.musicalinnovations.org

Repair Invoice

Repair Invoice	DATE
262416	03/14/2018 12:30p
ACCT	EMPL ID
8965	DSP
TERMS	PO
Net 15	

Bill To: Dutch Fork High School
1400 Old Tamah Rd
Irmo SC 29063

H(803)476-3300

Return
W/ Payment

Acct Balance

1774.99

QTY	DESCRIPTION	PRICE	EA	EXTENDED	TOTAL
Entry Date: 12/14/2017	Est Comp: 12/24/2017				
Srl# 356217	Desc: Trumpet				
Mfg: King	Model: 1501				
1	good PC - no cosmetic work	35.00		35.00	35.00
	Tech Name:BBP Brass Brevard Completed: Yes				
	Solder work, lube, water corks, play test				
	Completed On: 01/06/2018				
	Tech ID: BBP				

As a reminder, you are responsible for any loaner items on this receipt until they are returned to our store. Please return items by the date specified. Items not returned will be charged to your account at list price unless otherwise indicated. Repair loaners not returned within three (3) business days after completion of repair will be charged normal monthly rental fees.

Charge	35.00	SUBTOTAL	35.00
SIGNATURE: _____		TOTAL	35.00
Pg 1 of 1		AMOUNT RECEIVED	35.00
		BALANCE	0.00
		DEPOSIT	

Acct: 8965 Ref: 262416



Fw: Fwd: Fwd: Bills

4 messages

teleenman ~
Reply-To:

Wed, Jun 13, 2018 at 11:33 AM

Please see below . . . this is what my rep had, and the order numbers unfortunately are not the same as invoice numbers . . . those were numbers of the orders placed before stuff arrived and was billed, as we could not generate an invoice without these PO#'s :-)

I'm copying DFHS's rep, Scott Parker, so feel free to contact him if you need anything else . . .

Tracy E. Leenman
Musical Innovations
NAMM's Top 100 Dealer of the Year
US Chamber Of Commerce
Small Business, Dream Big!
Blue Ribbon Award
150-G Tanner Rd. at Butler
Greenville, SC 29607-5917
phone (864) 28-MUSIC [286-8742]
mobile (864) 979-5931
fax (864) 286-8746
www.musicalinnovations.biz

A South Carolina Certified Woman-Owned Business

----- Forwarded message -----

From:
Subject: Re: Bills
To: '

Order 18828, 18216, and 18349 need a PO# of 1801206.
Order 18181 needs a PO# of 1801217.

Thanks.

-

--

Director of Bands
Dutch Fork High School
(803)476-3439

"We are what we repeatedly do. Excellence, therefore, is not an act but a habit." ~Aristotle

--

Wed, Jun 13, 2018 at 11:57 AM

To: teleenman <teleenman@bellsouth.net>

Is there an email with the dates the email or emails were sent? Thanks so much!

[Quoted text hidden]

Wed, Jun 13, 2018 at 12:00 PM

teleenman <teleenman@bellsouth.net>

Reply: teleenman <teleenman@bellsouth.net>

Looks like January 18th . . . ??? That's the date my rep's computer says, anyway . . .???? Sorry, not sure.

Tracy E. Leenman

Musical Innovations

NAMM's Top 100 Dealer of the Year

US Chamber Of Commerce

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mobile (864) 979-5931

fax (864) 286-8746

www.musicalinnovations.biz

A South Carolina Certified Woman-Owned Business

[Quoted text hidden]

Wed, Jun 13, 2018 at 12:56 PM

To: teleenman <teleenman@bellsouth.net>

Thanks, so much! Have a great day.

[Quoted text hidden]



UNAUTHORIZED PROCUREMENT

Date: 6/14/18
School/Department: Dutch Fork High School
Employee: _____

Facts and Circumstances Surrounding the Act that the Price Paid is Fair and Reasonable: PO. was for \$2,500 - Exceeded that amount.

Disciplinary Actions: **Supervisor Response:** No longer employed at Dutch Fork High or District 5.

Corrective Actions to Prevent Reoccurrence (Appropriate Procedures):
Supervisor Response: Making sure all employees follow the appropriate procedures & policies.

Signatures: _____
Employee: _____ Date: _____
Supervisor: _____ Date: 6/14/18

(Note: Return completed form and letter to the Procurement Office.)



SCANNED

SEP 06 2018

MEMORANDUM

TO: Magnet Grant
Magnet Grant

FROM: Lynda Robinson, Coordinator of Purchasing Department

DATE: June 20, 2018

SUBJECT: UNAUTHORIZED PROCUREMENT

The attached purchase does not appear to be in compliance with the District's Procurement Policies and Procedures or the Procurement Code for one of the following reason(s):

- (A.) Purchases over \$2,500- No Quotes Attached
- (B.) Split Purchase/Circumvent Bid Process
- (C.) Items/Services Procured Prior to issuing/receiving an Approved Purchase Order
- (D.) Use Visa Card to pay for Past Due Invoice
- (E.) Use Visa Card to pay for non-employee hotel stay

In accordance with the District's Procurement Code, the Chief Financial Officer must ratify all Unauthorized Procurements. In order to facilitate his review and ratification, provide and explain a brief description of the facts and circumstances surrounding this procurement. The Disciplinary Action portion of the form is to be completed by your supervisor if the review of this information warrants such an action. Also, describe on the attached form any steps that have been taken to prevent a reoccurrence. The completed form must be returned to the Procurement Office within one (1) week. Once received by the Procurement Office, the form will be submitted to the Chief Financial Officer for his approval.

Upon ratification by the Chief Financial Officer, a copy of the ratification and supporting documents will be provided to you by the Purchasing Office for your files and the original form will be retained in the Purchasing Office for audit purposes.

If you have any questions in regard to this request, please contact me at telephone number 476-8140.

Thank you in advance for your assistance in this matter.

Lynda Robinson
CR
8/30/2018

Final Details for Order #111-3412331-9333841[Print this page for your records.](#)**Paid By:** School District 5 Lex/Rich Counties**Placed By:** '**Order Placed:** March 15, 2018**Amazon.com order number:** 111-3412331-9333841**Order Total:** \$73.72**Shipped on March 15, 2018****Items Ordered**1 of: *Quartet Cork Bulletin Board, 4 x 3 Feet, Black Frame (2304B)*Sold by: Shoplet ([seller profile](#))

Condition: New

Price

\$73.72

Shipping Address:I
1020 Dutch Fork Road
Irmo, South Carolina 29063
United States

Item(s) Subtotal: \$73.72

Shipping & Handling: \$0.00

Total before tax: \$73.72

Sales Tax: \$0.00

Shipping Speed:

Two-Day Shipping

Total for This Shipment: \$73.72

Payment information**Payment Method:**

Pay by invoice

Item(s) Subtotal: \$73.72

Shipping & Handling: \$0.00

Total before tax: \$73.72

Estimated tax to be collected: \$0.00

Grand Total: \$73.72To view the status of your order, return to [Order Summary](#).

Invoice # 1HCW-ND6R-43N6

Summary

OUTSTANDING BALANCE

\$62.34

of \$62.34

STATUS

Payment due immediately

Past due 14 days

Remit to

Account Name

Bank Name

Bank Routing # (ABA)

Bank Account # (DDA)

SWIFT Code (Wire Transfer)

Mail check payments to

Include Amazon invoice number(s) in the descriptive field of your electronic funds transfer or check payment.

Have questions regarding payments, invoices, or need to submit your remittance detail? Accounts Receivable can be reached at

- ar-businessinvoicing@amazon.com
- 1-888-283-2209



Invoice

For customer support and disputes, visit www.amazon.com/contact-us

Invoice Summary

Payment due by Apr 16, 2018

Item Subtotal	\$59.74
Shipping & Handling	\$0.00
Promos & Discounts	\$0.00
Sales Tax	\$2.60

Amount Due

\$62.34 USD

Order Information

Ordered By

Invoice Date Mar 17, 2018

Invoice # 1HCW-ND6R-43N6

Account # A1ORVJOKA5808X

Order # 111-1812983-0975404

Payment Terms Net 30

Registered Business Name

School District 5 Lex/Rich Counties

Bill To

School District 5 Lex/Rich Counties
1020 Dutch Fork Road
Irmo, SC 29063

Ship To

Sales Tax based on Ship To Address

Remit to

Mail check payments to

Include Amazon invoice number(s) in the descriptive field of your electronic funds transfer or check payment.

Have questions regarding payments, invoices, or need to submit your remittance detail? Accounts Receivable can be reached at

- ar-businessinvoicing@amazon.com
- 1-888-283-2209

Invoice Details

Description	Qty	Unit Price	Item Subtotal
Universal Paper Clips, Smooth, Size No. 1, Silver, 100/BX, 10 Boxes/Pack ASIN: B0039YCS16 Sold by: Court Office Supplies LLC	1	\$7.19	\$7.19
AmazonBasics Narrow Ruled 5 x 8-Inch Writing Pad - Canary (50 sheets per pad, 12 pack) ASIN: B00QSR9BT0 Sold by: Amazon.com Services, Inc.	1	\$6.99	\$6.99
Mead Cambridge Limited Business Notebook Legal Ruled 1 subject (06074) ASIN: B0000AQ006 Sold by: Amazon.com Services, Inc.	3	\$6.48	\$19.44
Pendaflex File Folders, Letter Size, 8-1/2" x 11", Classic Manila, 1/3-Cut Tabs in Left, Right, Center Positions, 100 Per Box (65213) ASIN: B0722L14L3 Sold by: Amazon.com Services, Inc.	1	\$10.88	\$10.88
Scotch Deluxe Desktop Tape Dispenser, C-40, Black, for 1 Inch Core Tapes, 2 Dispensers ASIN: B06XDGZMMR Sold by: IMPEX TRADE GROUP INC	1	\$15.24	\$15.24

Purchase Order

School District Five of
Lexington and Richland Counties
1020 Dutch Fork Road
Irmo SC 29063

No.1805898

Our purchase order number must appear on
all invoices, packages, and
correspondence

Order is to be shipped in accordance
with prices, delivery, and specifications
shown below.

Notify us immediately if you are unable
to ship as specified.

PO Date: 06/11/2018

Questions ? (803) 476-8000

Ext:

Account:

PO Issued To:

Amazon Capital Services Inc
410 Terry Avenue North
Seattle WA 98109

Ship To:

School District Five of Lexington and Ri
1020 Dutch Fork Road
Irmo SC 29063
(803) 476-8000

Contact:

Location: Instructional Services

Phone:

Fax:

Project: Undesignated

Req #: 1806124

Reference:

Date Required: 06/22/2018

Award Number:

Line	Qty	Unit	Part #	Description	Account Number	Unit Price	Extended	Tax	Freight
1	1.00	EA		Quartet Cork Bulletin Board, 4 x 3 Feet	804.223.4100000.0000.012	73.72	73.72	0.00	0.00
2	1.00	EA		Misc Office Supplies	804.223.4100000.0000.012	62.34	62.34	0.00	0.00

APPROVAL SIGNATURES:



Sub-Total: \$136.06

Freight: \$0.00

Tax: \$0.00

Total Amount: \$136.06

Notes:

Deliveries are accepted at the main office between 8:00 AM and 3:00 PM, Monday through Friday.

Order Via: Send to Requester

FILE COPY



UNAUTHORIZED PROCUREMENT

Date:

School/Department:

Employee:

7-9-18

Magnet Office

Facts and Circumstances Surrounding the Act that the Price Paid is Fair and Reasonable:

Disciplinary Actions: Supervisor Response: The person responsible is no longer employed by District Five. The new bookkeeper is aware of correct procurement procedures.

Corrective Actions to Prevent Reoccurrence (Appropriate Procedures):

Supervisor Response: The person responsible for this infraction is no longer employed by Dist. 5. The person replacing this person is aware of the district's procurement procedures.

Signatures:

Employee:

Supervisor:

Date:

Date:

7-9-18

(Note: Return completed form and letter to the Procurement Office.)



MEMORANDUM

TO:

FROM: Lynda Robinson, Coordinator of Purchasing Department 

DATE: March 13, 2018

SUBJECT: UNAUTHORIZED PROCUREMENT

The attached purchase does not appear to be in compliance with the District's Procurement Policies and Procedures or the Procurement Code for one of the following reason(s):

- (A.) Purchases over \$2,500- No Quotes Attached
- (B.) Split Purchase/Circumvent Bid Process
- (C.) Items/Services Procured Prior to issuing/receiving an Approved Purchase Order
- (D.) Purchased Food for Staff

In accordance with the District's Procurement Code, the Chief Financial Officer must ratify all Unauthorized Procurements. In order to facilitate his review and ratification, provide and explain a brief description of the facts and circumstances surrounding this procurement. The Disciplinary Action portion of the form is to be completed by your supervisor if the review of this information warrants such an action. Also, describe on the attached form any steps that have been taken to prevent a reoccurrence. The completed form must be returned to the Procurement Office within one (1) week. Once received by the Procurement Office, the form will be submitted to the Chief Financial Officer for his approval.

Upon ratification by the Chief Financial Officer, a copy of the ratification and supporting documents will be provided to you by the Purchasing Office for your files and the original form will be retained in the Purchasing Office for audit purposes.

If you have any questions in regard to this request, please contact me at telephone number 476-8140.

Thank you in advance for your assistance in this matter.

Review
CD
4/17/2013

Purchase Order

School District Five of
Lexington and Richland Counties
1020 Dutch Fork Road
Irmo SC 29063

No.1804888

Our purchase order number must appear on
all invoices, packages, and
correspondence

Order is to be shipped in accordance
with prices, delivery, and specifications
shown below.

Notify us immediately if you are unable
to ship as specified.

PO Date: 04/20/2018**Questions ?** (803) 476-8000**Ext:****Account:****PO Issued To:**

Interiors Group Of SC Inc
P O Box 211934
Columbia SC 29221

Ship To:

School District Five of Lexington and Ri
1020 Dutch Fork Road
Irmo SC 29063
(803) 476-8000

Contact:**Location:** Maintenance**Phone:** (803) 796-7578**Fax:** (803) 796-5985**Project:** Undesignated**Req #:** 1804431**Reference:****Date Required:** 03/22/2018**Award Number:**

Line	Qty	Unit	Part #	Description	Account Number	Unit Price	Extended	Tax	Freight
1	1.00	EA		Install Carpet	100.254.3230000.0000.052	3,001.00	3,001.00	0.00	0.00

APPROVAL SIGNATURES:

**Sub-Total:** \$3,001.00**Freight:** \$0.00**Tax:** \$0.00**Total Amount:** \$3,001.00**Notes:**

Deliveries are accepted at the main office between 8:00 AM and 3:00 PM, Monday through Friday.

Order Via: Send to Requester**FILE COPY**

INTERIORS GROUP OF SC, INC.
PO BOX 211934
COLUMBIA, SC 29221-6934

Voice: (803)359-3003

Fax: (803)359-3012

Invoice

Invoice Number

4618/17-076

Invoice Date

Feb 22, 2018

Page

1

Sold To:

MAINTENANCE DEPARTMENT
LEX-RICHLAND SCHOOL DIST 5
1020 DUTCH FORK ROAD
IRMO, SC 29063

CUSTOMER PO: LMES CARPET

Item	Description	Amount
	ALL WORK COMPLETE TO INSTALL NEW CARPET IN THE PRINCIPALS OFFICE AT LMES	3,001.00

Subtotal	3,001.00
Sales Tax	
Total Invoice Amount	3,001.00
Payment Received	
TOTAL	3,001.00



UNAUTHORIZED PROCUREMENT

Date:

School/Department:

Employee:

03.21.2018

FACILITY MAINTENANCE

Facts and Circumstances Surrounding the Act that the Price Paid is Fair and Reasonable:

The School wouldn't allow the contractor to install the carpet in August. They postponed installation until December 2017, doing so caused the invoice to be generated after the Project was closed out.

Disciplinary Actions:

Corrective Actions to Prevent Reoccurrence (Appropriate Procedures):

- CONTRACTOR / A-E WERE REMINDED TO INCLUDE ALL FUTURE WORK OF THIS TYPE IN ALLOWANCE / VARIATION / CHANGE ORDERS.
- THIS WAS AN OVERSIGHT BY CONTRACTOR.

Signatures:

Employee:

Supervisor:

Date: 3/26/18

Date: 03.21.2018

(Note: Return a completed form and letter to the Procurement Office.)



MEMORANDUM

TO: , Special Services Department
Special Services Department

FROM: Lynda Robinson, Coordinator of Purchasing Department

DATE: October 16, 2017

SUBJECT: UNAUTHORIZED PROCUREMENT

The attached purchase does not appear to be in compliance with the District's Procurement Policies and Procedures or the Procurement Code for one of the following reason(s):

- (A.) Purchases over \$2,500- No Quotes Attached
- (B.) Split Purchase/Circumvent Bid Process
- (C.) Items/Services Procured Prior to issuing/receiving an Approved Purchase Order
- (D.) Purchased Personal Item with Visa Card

In accordance with the District's Procurement Code, the Chief Financial Officer must ratify all Unauthorized Procurements. In order to facilitate his review and ratification, provide and explain a brief description of the facts and circumstances surrounding this procurement. The Disciplinary Action portion of the form is to be completed by your supervisor if the review of this information warrants such an action. Also, describe on the attached form any steps that have been taken to prevent a reoccurrence. The completed form must be returned to the Procurement Office within one (1) week. Once received by the Procurement Office, the form will be submitted to the Chief Financial Officer for his approval.

Upon ratification by the Chief Financial Officer, a copy of the ratification and supporting documents will be provided to you by the Purchasing Office for your files and the original form will be retained in the Purchasing Office for audit purposes.

If you have any questions in regard to this request, please contact me at telephone number 476-8140.

Thank you in advance for your assistance in this matter.

Remed
11/6/2017



Authorization for Visa Purchase

ent: Instruction / Special Services

(Print) Laura Meggs

Exceed \$ 200

Maximum Purchase to Exceed \$2,500

Signature(s) _____

9/15/17

Place of Purchase Amazon

Amounts: Subject to Use Tax ☒

00000.6867.046

131.13

These funds were used for:

Total 131.13

Headphones for chromebooks

Sp. Service
Headphones for Chromebooks

131.13+
407.76+
475.66+
559.60+
167.88+
559.60+
167.88+
426.96+
711.60+
569.28+
569.28+
570.72+
866.49+
289.92+
6,473.76*

Details for Order #111-2034619-2673848

Print this page for your records.

Paid By: School District 5 Lev/Dick Counties

Placed By: |

Order Placed: September 15, 2017

Amazon.com order number: 111-2034619-2673848

Order Total: \$131.13

Not Yet Shipped**Items Ordered****Price**

9 of: *Tranya Stereo Wireless Headphones with Microphone On-ear Foldable Portable Music Headsets for Cellphones Laptop Tablet TV Headphones*

\$14.57

Sold by: Tranya ([seller profile](#))

Condition: New

Shipping Address:

1020 Dutch Fork Road
Irmo, South Carolina 29063
United States

Shipping Speed:

Two-Day Shipping

Payment information**Payment Method:**

Visa | Last digits: 9257

Your PO #: CRIS91517

Item(s) Subtotal: \$131.13

Shipping & Handling: \$10.99

Free Shipping: -\$10.99

Total before tax: \$131.13

Estimated tax to be collected: \$0.00

Grand Total: \$131.13

To view the status of your order, return to [Order Summary](#).



Authorization for Visa Purchase

School/Department: Instruction / Special Services

Requestor Name(Print) _____

Purchase Not to Exceed \$ 500
No Single Purchase to Exceed \$2,500

Authorized Signature(s) _____

Signature of User _____	
Date of Purchase <u>9/21/17</u>	Place of Purchase <u>Amazon</u>
Charge of Accounts: Subject to Use Tax <input checked="" type="checkbox"/>	
<u>387.121.4100000.6861.050</u>	<u>407.76</u>
These funds were used for:	Total <u>407.76</u>
<u>Headphones & mice for the chromebooks that were ordered with MFS funds.</u>	

Details for Order #111-6303306-7376206[Print this page for your records.](#)

Order Placed: September 21, 2017
Amazon.com order number: 111-6303306-7376206
Order Total: \$407.76

Not Yet Shipped

Items Ordered	Price
24 of: <i>Tranya Stereo Wireless Headphones with Microphone On-ear Foldable Portable Music Headsets for Cellphones Laptop Tablet TV Headphones</i>	\$16.99
Sold by: Tranya (seller profile)	

Condition: New

Shipping Address:
Chapin Intermediate School

United States

Shipping Speed:
Two-Day Shipping

Payment information

Payment Method:
Visa | Last digits: 9257
Your PO #: CIS 9/21/17

Item(s) Subtotal:	\$407.76
Shipping & Handling:	\$10.99
Free Shipping:	-\$10.99

Total before tax:	\$407.76
Estimated tax to be collected:	\$0.00

Grand Total:	\$407.76

To view the status of your order, return to [Order Summary](#).



Authorization for Visa Purchase

School/Department: Instruction / Special Services

Requestor Name (Principal): _____

Purchase Not to Exceed \$ 500
 No Single Purchase to Exceed \$2,500

Authorized Signature(s) _____

Signature of User: _____	
Date of Purchase <u>9/21/17</u>	Place of Purchase <u>Amazon</u>
Charge of Accounts: Subject to Use Tax <input checked="" type="checkbox"/>	
387.121.410 0000.6861.042	475.66
These funds were used for:	Total <u>475.66</u>
Headphones & mice for the chromebooks that were ordered with MFS funds.	

Details for Order #111-5803608-0866618

[Print this page for your records.](#)

Order Placed: September 21, 2017

Amazon.com order number: 111-5803608-0866618

Order Total: \$475.66

Not Yet Shipped**Items Ordered****Price**

17 of: *ShhhMouse Wireless Silent Mouse | Portable and Ready-to-use | Mac and PC* \$10.99

Compatible - Black

Sold by: 7thContinent ([seller profile](#))

Condition: New

17 of: *Tranya Stereo Wireless Headphones with Microphone On-ear Foldable Portable* \$16.99

Music Headsets for Cellphones Laptop Tablet TV Headphones

Sold by: Tranya ([seller profile](#))

Condition: New

Shipping Address:

Dutch Fork Elementary School

Shipping Speed:

Two-Day Shipping

Payment information**Payment Method:**

Visa | Last digits: 9257

Your PO #: DFES 9/21/17

Item(s) Subtotal: \$475.66

Shipping & Handling: \$11.33

Free Shipping: -\$11.33

Total before tax: \$475.66

Estimated tax to be collected: \$0.00

Grand Total: \$475.66

Billing address

To view the status of your order, return to [Order Summary](#).



Authorization for Visa Purchase

School/Department: Instruction / Special Services

Requestor Name(Print) _____

Purchase Not to Exceed \$ 600
No Single Purchase to Exceed \$2,500

Authorized Signature(s) _____

Signature of User _____	
Date of Purchase <u>9/21/17</u>	Place of Purchase <u>Amazon</u>
Charge of Accounts: Subject to Use Tax <input checked="" type="checkbox"/>	
<u>387.121.410.0000.6861 .041</u>	<u>559.60</u>
These funds were used for:	Total <u>559.60</u>
<u>Headphones & mice for the chromebooks that were ordered with MFS funds.</u>	

Details for Order #111-4843207-6491447

[Print this page for your records.](#)

Order Placed: September 21, 2017

Amazon.com order number: 111-4843207-6491447

Order Total: \$559.60

Not Yet Shipped**Items Ordered****Price**

20 of: *ShhhMouse Wireless Silent Mouse | Portable and Ready-to-use | Mac and PC*

\$10.99

Compatible - Black

Sold by: 7thContinent ([seller profile](#))

Condition: New

20 of: *Tranya Stereo Wireless Headphones with Microphone On-ear Foldable Portable*

\$16.99

Music Headsets for Cellphones Laptop Tablet TV Headphones

Sold by: Tranya ([seller profile](#))

Condition: New

Shipping Address:**Shipping Speed:**

Two-Day Shipping

Payment information**Payment Method:**

Visa | Last digits: 9257

Your PO #: CES 9/21/17

Item(s) Subtotal: \$559.60

Shipping & Handling: \$11.39

Free Shipping: -\$11.39

Total before tax: \$559.60

Estimated tax to be collected: \$0.00

Grand Total: \$559.60

Billing address

To view the status of your order, return to [Order Summary](#).



Authorization for Visa Purchase

School/Department: Instruction / Special Services

Requestor Name(Print) _____

Purchase Not to Exceed \$ 200
No Single Purchase to Exceed \$2,500

Authorized Signature(s) _____

Signature of User _____	
Date of Purchase <u>9/21/17</u>	Place of Purchase <u>Amazon</u>
Charge of Accounts: Subject to Use Tax <input checked="" type="checkbox"/>	
<u>387.121.410000.686/.043</u>	<u>167.88</u>
These funds were used for:	Total <u>167.88</u>
Headphones & mice for the chromebooks that were ordered with MFS funds.	

Details for Order #111-2852552-7580256

[Print this page for your records.](#)

Order Placed: September 21, 2017

Amazon.com order number: 111-2852552-7580256

Order Total: \$167.88

Not Yet Shipped**Items Ordered****Price**

6 of: *ShhhMouse Wireless Silent Mouse | Portable and Ready-to-use | Mac and PC*

\$10.99

Compatible - Black

Sold by: 7thContinent ([seller profile](#))

Condition: New

6 of: *Tranya Stereo Wireless Headphones with Microphone On-ear Foldable Portable*

\$16.99

Music Headsets for Cellphones Laptop Tablet TV Headphones

Sold by: Tranya ([seller profile](#))

Condition: New

Shipping Speed:

Two-Day Shipping

Payment information**Payment Method:**

Visa | Last digits: 9257

Your PO #: IES 9/21/17

Item(s) Subtotal: \$167.88

Shipping & Handling: \$11.11

Free Shipping: -\$11.11

Total before tax: \$167.88

Estimated tax to be collected: \$0.00

Grand Total: \$167.88

Billing address

To view the status of your order, return to [Order Summary](#).



Authorization for Visa Purchase

School/Department: Instruction / Special Services

Requestor Name(Print) _____

Purchase Not to Exceed \$ 600
No Single Purchase to Exceed \$2,500

Authorized Signature(s) _____

Signature of User _____	
Date of Purchase <u>9/21/17</u>	Place of Purchase <u>Amazon</u>
Charge of Accounts: Subject to Use Tax <input checked="" type="checkbox"/>	
<u>387.121.4100000.6861 .053</u>	<u>559.60</u>
These funds were used for:	Total <u>559.60</u>
Headphones & mice for the chromebooks that were ordered with MFS funds.	

Details for Order #111-7968006-1247461

[Print this page for your records.](#)

Order Placed: September 21, 2017

Amazon.com order number: 111-7968006-1247461

Order Total: \$559.60

Not Yet Shipped**Items Ordered****Price**

20 of: *ShhhMouse Wireless Silent Mouse | Portable and Ready-to-use | Mac and PC Compatible - Black*

\$10.99

Sold by: 7thContinent ([seller profile](#))

Condition: New

20 of: *Tranya Stereo Wireless Headphones with Microphone On-ear Foldable Portable Music Headsets for Cellphones Laptop Tablet TV Headphones*

\$16.99

Sold by: Tranya ([seller profile](#))

Condition: New

Shipping Address**Shipping Speed:**

Two-Day Shipping

Payment information**Payment Method:**

Visa | Last digits: 9257

Your PO #: RSES 9/21/17

Item(s) Subtotal: \$559.60

Shipping & Handling: \$11.39

Free Shipping: -\$11.39

Total before tax: \$559.60

Estimated tax to be collected: \$0.00

Grand Total: \$559.60

Billing address

To view the status of your order, return to [Order Summary](#).



Authorization for Visa Purchase

School/Department: Instruction / Special Services

Requestor Name(Principal) _____

Purchase Not to Exceed \$ 200
No Single Purchase to Exceed \$2,500

Authorized Signature(s) _____

Signature of User _____	
Date of Purchase <u>9/21/17</u>	Place of Purchase <u>Amazon</u>
Charge of Accounts: Subject to Use Tax <input checked="" type="checkbox"/>	
387.121.410.0000.6861.052	167.88
These funds were used for:	Total <u>167.88</u>
Headphones & mice for the chromebooks that were ordered with MFS funds.	

Details for Order #111-8829702-8564213[Print this page for your records.](#)**Order Placed:** September 21, 2017**Amazon.com order number:** 111-8829702-8564213**Order Total: \$167.88****Not Yet Shipped****Items Ordered****Price**

6 of: *Tranya Stereo Wireless Headphones with Microphone On-ear Foldable Portable Music Headsets for Cellphones Laptop Tablet TV Headphones*

\$16.99Sold by: Tranya ([seller profile](#))

Condition: New

6 of: *ShhhMouse Wireless Silent Mouse | Portable and Ready-to-use | Mac and PC Compatible - Black*

\$10.99Sold by: 7thContinent ([seller profile](#))

Condition: New

Shipping Address:**Shipping Speed:**

Two-Day Shipping

Payment information**Payment Method:**

Visa | Last digits.

Billing address

Item(s) Subtotal: \$167.88

Shipping & Handling: \$11.11

Free Shipping: -\$11.11

Total before tax: \$167.88

Estimated tax to be collected: \$0.00

Grand Total: \$167.88To view the status of your order, return to [Order Summary](#).



Authorization for Visa Purchase

School/Department: Instruction / Special Services

Requestor Name(Print) _____

Purchase Not to Exceed \$ 500
 No Single Purchase to Exceed \$2,500

Authorized Signature(s) _____

Signature of User: _____	
Date of Purchase <u>9/25/17</u>	Place of Purchase <u>Amazon</u>
Charge of Accounts: Subject to Use Tax <input checked="" type="checkbox"/>	
387.121.400000.6861.044	426.96
These funds were used for:	Total <u>426.96</u>
Headphones & Mice for chromebooks purchased with MFS funds	

Details for Order #111-5220326-7953059

[Print this page for your records.](#)

Order Placed: September 25, 2017
Amazon.com order number: 111-5220326-7953059
Order Total: \$426.96

Not Yet Shipped**Items Ordered****Price**

18 of: *Tranya Stereo Wireless Headphones with Microphone On-ear Foldable Portable Music Headsets for Cellphones Laptop Tablet TV Headphones* \$16.99
Sold by: Tranya ([seller profile](#))

Condition: New

18 of: *AmazonBasics 3-Button USB Wired Mouse (Black)* \$6.29
Sold by: Amazon.com LLC ([seller profile](#))
Business Price

Condition: New

Shipping Address:**Shipping Speed:**

Two-Day Shipping

Payment information**Payment Method:**

Visa | Last digits: ^

Your PO #: LES 9/25/17

Item(s) Subtotal: \$419.04

Shipping & Handling: \$16.51

Free Shipping: -\$16.51

Total before tax: \$419.04

Estimated tax to be collected: \$7.92

Grand Total: \$426.96

Billing address

To view the status of your order, return to [Order Summary](#).



Authorization for Visa Purchase

School/Department: Instruction / Special Services

Requestor Name(Print) _____

Purchase Not to Exceed \$ 800
Single Purchase to Exceed \$2,500

Authorized Signature(s) _____

Signature of Use _____	
Date of Purchase <u>9/25/17</u>	Place of Purchase <u>Amazon</u>
Charge of Accounts: Subject to Use Tax <input checked="" type="checkbox"/>	
<u>387.121.4100000.6861.048</u>	<u>711.60</u>
These funds were used for:	Total <u>711.60</u>
<u>Headphones & Mice for chromebooks purchased with MFS funds</u>	

Details for Order #111-1634168-2013027

[Print this page for your records.](#)

Order Placed: September 25, 2017
Amazon.com order number: 111-1634168-2013027
Order Total: \$711.60

Not Yet Shipped**Items Ordered****Price**

30 of: *AmazonBasics 3-Button USB Wired Mouse (Black)*

\$6.29

Sold by: Amazon.com LLC ([seller profile](#))

Business Price

Condition: New

30 of: *Tranya Stereo Wireless Headphones with Microphone On-ear Foldable Portable* \$16.99

Music Headsets for Cellphones Laptop Tablet TV Headphones

Sold by: Tranya ([seller profile](#))

Condition: New

Shipping Address:**Shipping Speed:**

Two-Day Shipping

Payment information**Payment Method:**

Visa | Last digits: 9 7

Your PO #: HWES 9/25/17

Item(s) Subtotal: \$698.40

Shipping & Handling: \$20.20

Free Shipping: -\$20.20

Total before tax: \$698.40

Estimated tax to be collected: \$13.20

Grand Total: \$711.60

Billing address

To view the status of your order, return to [Order Summary](#).



Authorization for Visa Purchase

School/Department: Instruction / Special Services

Requestor Name(Print) _____

Purchase Not to Exceed \$ 600
No Exceed \$2,500

Authorized Signature _____

Signature of User _____	
Date of Purchase <u>9/25/17</u>	Place of Purchase <u>Amazon</u>
Charge of Accounts: Subject to Use Tax <input checked="" type="checkbox"/>	
<u>387.121.410.0000.6861.045</u>	<u>569.28</u>
These funds were used for:	Total <u>569.28</u>
<u>Headphones & Mice for chromebooks purchased with MFS funds</u>	

Details for Order #111-2432425-7645055

[Print this page for your records.](#)

Order Placed: September 25, 2017

Amazon.com order number: 111-2432425-7645055

Order Total: \$569.28

Not Yet Shipped**Items Ordered****Price**

24 of: *AmazonBasics 3-Button USB Wired Mouse (Black)*

\$6.29

Sold by: Amazon.com LLC ([seller profile](#))

Business Price

Condition: New

24 of: *Tranya Stereo Wireless Headphones with Microphone On-ear Foldable Portable* \$16.99

Music Headsets for Cellphones Laptop Tablet TV Headphones

Sold by: Tranya ([seller profile](#))

Condition: New

Shipping Speed:

Two-Day Shipping

Payment information**Payment Method:**

Visa | Last digits: 0000

Your PO #: SOES 9/25/17

Item(s) Subtotal: \$558.72

Shipping & Handling: \$18.36

Free Shipping: -\$18.36

Total before tax: \$558.72

Estimated tax to be collected: \$10.56

Grand Total: \$569.28

Billing address

To view the status of your order, return to [Order Summary](#).



Authorization for Visa Purchase

School/Department: Instruction / Special Services

Requestor Name(Print) _____

Purchase Not to Exceed \$ 600
No Single Purchase to Exceed \$2,500

Authorized Signature _____

Signature of User _____	
Date of Purchase <u>9/25/17</u>	Place of Purchase <u>Amazon</u>
Charge of Accounts: Subject to Use Tax <input checked="" type="checkbox"/>	
<u>387.121.410.0000.6861.047</u>	<u>569.28</u>
These funds were used for:	Total <u>569.28</u>
<u>Headphones & Mice for chromebooks purchased with MFS funds</u>	

Details for Order #111-0745830-4605000

[Print this page for your records.](#)

Order Placed: September 25, 2017
Amazon.com order number: 111-0745830-4605000
Order Total: \$569.28

Not Yet Shipped**Items Ordered****Price**

24 of: *AmazonBasics 3-Button USB Wired Mouse (Black)*

\$6.29

Sold by: Amazon.com LLC ([seller profile](#))

Business Price

Condition: New

24 of: *Tranya Stereo Wireless Headphones with Microphone On-ear Foldable Portable* \$16.99

Music Headsets for Cellphones Laptop Tablet TV Headphones

Sold by: Tranya ([seller profile](#))

Condition: New

Shipping Speed:

Two-Day Shipping

Payment information**Payment Method:**

Visa | Last u.s.

Your PO #: NRES 9/25/17

Item(s) Subtotal: \$558.72

Shipping & Handling: \$18.36

Free Shipping: -\$18.36

Total before tax: \$558.72

Estimated tax to be collected: \$10.56

Grand Total: \$569.28

Billing address

To view the status of your order, return to [Order Summary](#).



Authorization for Visa Purchase

School/Department: Instruction / Special Services

Requestor Name(Print) _____

Purchase Not to Exceed \$ 600
No Single Purchase to Exceed \$2,500

Authorized Signature(s) _____

Signature of User _____	
Date of Purchase <u>9/25/17</u>	Place of Purchase <u>Amazon</u>
Charge of Accounts: Subject to Use Tax <input checked="" type="checkbox"/>	
<u>387.121.410000.6861.049</u>	<u>570.72</u>
These funds were used for:	Total <u>570.72</u>
<u>Headphones & Mice for chromebooks purchased with MFS funds</u>	

Details for Order #111-3362427-1508201

[Print this page for your records.](#)

Order Placed: September 25, 2017
Amazon.com order number: 111-3362427-1508201
Order Total: \$570.72

Not Yet Shipped**Items Ordered**

24 of: *Tranya Stereo Wireless Headphones with Microphone On-ear Foldable Portable Music Headsets for Cellphones Laptop Tablet TV Headphones* **Price**
\$16.99
Sold by: Tranya ([seller profile](#))

Condition: New


24 of: *AmazonBasics 3-Button USB Wired Mouse (Black)* **Price**
\$6.29
Sold by: Amazon.com LLC ([seller profile](#))
Business Price

Condition: New

Shipping Address:

Shipping Speed:
Two-Day Shipping

Payment information**Payment Method:**

Visa | Last digits: 
Your PO #: HEC 9/25/17

Item(s) Subtotal: \$558.72
Shipping & Handling: \$18.36
Free Shipping: -\$18.36

Billing address

Anties

Total before tax: \$558.72
Estimated tax to be collected: \$12.00

Grand Total: \$570.72

To view the status of your order, return to [Order Summary](#).



Authorization for Visa Purchase

School/Department: Instruction / Special Services

Requestor Name(Print) _____

Purchase Not to Exceed \$900
No Single Purchase to Exceed \$2,500

Authorized Signature: _____

Signature of User <u>_____</u>	
Date of Purchase <u>9/25/17</u>	Place of Purchase <u>Amazon</u>
Charge of Accounts: Subject to Use Tax <input checked="" type="checkbox"/>	
387.121.410 0000.6861.046	866.49
These funds were used for:	Total 866.49
Headphones for chromebooks purchased with MFS funds	

Details for Order #111-5469099-2356257

[Print this page for your records.](#)

Order Placed: September 25, 2017
Amazon.com order number: 111-5469099-2356257
Order Total: \$866.49

Not Yet Shipped**Items Ordered**

	Price
51 of: <i>Tranya Stereo Wireless Headphones with Microphone On-ear Foldable Portable Music Headsets for Cellphones Laptop Tablet TV Headphones</i>	\$16.99
Sold by: Tranya (seller profile)	

Condition: New

Shipping Address:

CrossRoads Intermediate School
17000

Shipping Speed:

Two-Day Shipping

Payment information**Payment Method:**

Visa | Last digits: 000000
Your PO #: CRIS 9/25/17

Item(s) Subtotal:	\$866.49
Shipping & Handling:	\$10.99
Free Shipping:	-\$10.99

Billing address

Total before tax:	\$866.49
Estimated tax to be collected:	\$0.00

Grand Total: \$866.49

To view the status of your order, return to [Order Summary](#).



Authorization for Visa Purchase

School/Department: Instruction / Special Services

Requestor Name(Print) _____

Purchase Not to Exceed \$ 300
No Single Purchase to Exceed \$2,500

Authorized Signature(s) _____

Signature of User _____	
Date of Purchase <u>9/25/17</u>	Place of Purchase <u>Amazon</u>
Charge of Accounts: Subject to Use Tax <input checked="" type="checkbox"/>	
387.121.4100000.6861.056	289.92
<div style="display: flex; justify-content: space-between;"> These funds were used for: Total </div> <div style="border: 1px solid black; padding: 2px; width: 100%;"> 289.92 </div>	
Headphones and mice for chromebooks purchased with MFS funds	

Details for Order #111-7852263-5292258

[Print this page for your records.](#)

Order Placed: September 25, 2017
Amazon.com order number: 111-7852263-5292258
Order Total: \$289.92

Not Yet Shipped**Items Ordered****Price**

12 of: *Tranya Stereo Wireless Headphones with Microphone On-ear Foldable Portable Music Headsets for Cellphones Laptop Tablet TV Headphones* \$16.99
Sold by: Tranya ([seller profile](#))

Condition: New

12 of: *AmazonBasics 3-Button USB Wired Mouse (Black)* \$6.64
Sold by: Amazon.com LLC ([seller profile](#))
Business Price

Condition: New

Shipping Speed:

Shipping Speed:
Two-Day Shipping

Payment information**Payment Method:**

Visa | Last digits:
Your PO #: OPES 9/25/17

Item(s) Subtotal: \$283.56
Shipping & Handling: \$14.67
Free Shipping: -\$14.67

Billing address

Total before tax: \$283.56
Estimated tax to be collected: \$6.36

Grand Total: \$289.92

To view the status of your order, return to [Order Summary](#).



MEMORANDUM

TO:

FROM: Lynda Robinson, Coordinator of Purchasing Department 

DATE: October 23, 2017

SUBJECT: UNAUTHORIZED PROCUREMENT

The attached purchase does not appear to be in compliance with the District's Procurement Policies and Procedures or the Procurement Code for one of the following reason(s):

- (A.) Purchases over \$2,500- No Quotes Attached
- (B.) Split Purchase/Circumvent Bid Process
- (C.) Items/Services Procured Prior to issuing/receiving an Approved Purchase Order
- (D.) Items Billed and Shipped to Parent's Home Address

In accordance with the District's Procurement Code, the Chief Financial Officer must ratify all Unauthorized Procurements. In order to facilitate his review and ratification, provide and explain a brief description of the facts and circumstances surrounding this procurement. The Disciplinary Action portion of the form is to be completed by your supervisor if the review of this information warrants such an action. Also, describe on the attached form any steps that have been taken to prevent a reoccurrence. The completed form must be returned to the Procurement Office within one (1) week. Once received by the Procurement Office, the form will be submitted to the Chief Financial Officer for his approval.

Upon ratification by the Chief Financial Officer, a copy of the ratification and supporting documents will be provided to you by the Purchasing Office for your files and the original form will be retained in the Purchasing Office for audit purposes.

If you have any questions in regard to this request, please contact me at telephone number 476-8140.

Thank you in advance for your assistance in this matter.


10/26/2017

Purchase Order

School District Five of
Lexington and Richland Counties
1020 Dutch Fork Road
Irmo SC 29063

No. 1802234

Our purchase order number must appear on
all invoices, packages, and
correspondence

Order is to be shipped in accordance
with prices, delivery, and specifications
shown below.

Notify us immediately if you are unable
to ship as specified.

P.O. Date: 10/17/2017

Questions ? (803) 476-8000

Ext:

Account:

P.O. Issued To :

Ship To:

Penske Truck Leasing
Attn Rental
107 Saxe Gothe Drive
West Columbia SC 29172

Contact:

Location: Dutch Fork High School

Phone: (803) 796-2259

Fax: (803) 926-9066

Project: Undesignated

Req# 1802417

Reference:

Date Required: 11/01/2017

Award Number:

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freight
1	1	EA		Penske Truck Rental	100.271.3390000.0000.051	162.83	162.83	11.40	0.00
2	1	EA		Penske Truck Rental	100.271.3390000.0000.051	228.34	228.34	15.99	0.00

APPROVAL SIGNATURES:



Sub-Total: 391.17

Freight: 0.00

Tax: 27.39

Total Amount: 418.56

NOTES:

Deliveries are accepted at the main office between 8:00 AM and 3:00 PM, Monday through Friday.

prepay

Order Via:

Phone

FILE COPY

Tuesday, October 17, 2017

Page

1 of 1



UNAUTHORIZED PROCUREMENT

Date: _____
School/Department: _____
Employee: _____

Facts and Circumstances Surrounding the Act and Documentation that the Price Paid is Fair and Reasonable:

The blanket Purchase Order ended up exceeding \$2,500."

I went over the amount due to Penske invoices being more than I realized.

Disciplinary Actions:

Corrective Actions to Prevent Reoccurrence (Appropriate Procedures):

Receive bids before purchasing.

Signatures: _____

Employee: _____

Supervisor: _____

Date: 10/25/17

Date: _____

(Note: Return completed form to the Procurement Office.)



MEMORANDUM

TO: Dutch Fork High School
Dutch Fork High School

FROM: Lynda Robinson, Coordinator of Purchasing Department

DATE: October 27, 2017

SUBJECT: UNAUTHORIZED PROCUREMENT

The attached purchase does not appear to be in compliance with the District's Procurement Policies and Procedures or the Procurement Code for one of the following reason(s):

- (A.) Purchases over \$2,500- No Quotes Attached
- (B.) Split Purchase/Circumvent Bid Process
- (C.) Items/Services Procured Prior to issuing/receiving an Approved Purchase Order
- (D.) Payment on Past Due Invoice with Visa Card

In accordance with the District's Procurement Code, the Chief Financial Officer must ratify all Unauthorized Procurements. In order to facilitate his review and ratification, provide and explain a brief description of the facts and circumstances surrounding this procurement. The Disciplinary Action portion of the form is to be completed by your supervisor if the review of this information warrants such an action. Also, describe on the attached form any steps that have been taken to prevent a reoccurrence. The completed form must be returned to the Procurement Office within one (1) week. Once received by the Procurement Office, the form will be submitted to the Chief Financial Officer for his approval.

Upon ratification by the Chief Financial Officer, a copy of the ratification and supporting documents will be provided to you by the Purchasing Office for your files and the original form will be retained in the Purchasing Office for audit purposes.

If you have any questions in regard to this request, please contact me at telephone number 476-8140.

Thank you in advance for your assistance in this matter.

Reviewed
@
12/12/2017



09/29/2017

Dutch Fork High School
1400 Old Tamah Rd.
Irmo, SC 29063

DJ Entertainment Service – Homecoming Dance on 09/29/2017	\$575.00
PO # _____	
Reservation Fee (due ASAP)	-
Total Amount Due	\$575.00

Please make check or money order payable to:

Carolina Dance & Sounds

303 Belfair Road
Irmo, South Carolina 29063
803-312-4427
carolinadanceandsounds.com
bestcarolinadj@gmail.com

Thank You!



facebook.com/bestcarolinadj



carolinadanceandsounds.blogspot.com



twitter.com/bestcarolinadj

Carolina Dance & Sounds

Laurie Humpfery - Saturday, Sep 30, 2017**CLIENT CONTRACT & AGREEMENT****Event Information**

Event Type: Homecoming Dance Date: September 30, 2017 Location: Columbia, SC

Contacts

Client 1:

Email:

Phone:

Address:

Package Summary**Includes:**

4 Hours of Music

DJ plays music for four hours with customized play list as requested.

Package Value:	\$725.00
Discount:	-\$150.00
Tax:	\$0.00
Contract Value:	\$575.00

Payment Terms

- \$100.00 due on date of booking
- 100% of remaining balance due on 09/16/17

Contract Terms

Venue: Brookland Baptist Church Hall

Time: TBD

1. CDS Responsibilities:

Client shall at all times have complete control, direction and supervision of Performance. Client expressly reserves the right to control the manner, means, and details of Performance. A written event/music planner or music request list must be received by CDS at least two weeks prior to the date of Performance in order to be included in the programming guidelines. With or without the aid of an event/music

... [read more](#)**Signatures**

07/20/17

10/23/2017

Carolina Dance & Sounds | Client Site



07/20/17

Purchase Order

School District Five of
Lexington and Richland Counties
1020 Dutch Fork Road
Irmo SC 29063

No. 1802355

Our purchase order number must appear on
all invoices, packages, and
correspondence

Order is to be shipped in accordance
with prices, delivery, and specifications
shown below.

Notify us immediately if you are unable
to ship as specified.

P.O. Date: 10/26/2017**Questions ?** (803) 476-8000**Ext:****Account:****P.O. Issued To :****Ship To:**

Carolina Dance & Sounds
303 BELFAIR ROAD
IRMO SC 29063

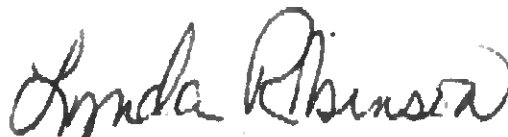
Dutch Fork High School

1400 Old Tamah Road
Irmo SC 29063

Contact:**Location:** Dutch Fork High School**Phone:** (803) 312-4427**Fax:****Project:** Undesignated**Req#** 1802539**Reference:****Date Required:** 11/09/2017**Award Number:**

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freight
1	1	EA		Homecoming Dance	727.271.6600000.1220.051	575.00	575.00	0.00	0.00

APPROVAL SIGNATURES:

**Sub-Total:** 575.00**Freight:** 0.00**Tax:** 0.00**Total Amount:** 575.00**NOTES:**

Deliveries are accepted at the main office between 8:00 AM and 3:00 PM, Monday through Friday.

Prepay Homecoming

Order Via:

Send check to vendor

FILE COPY

Friday, October 27, 2017

Page 1 of 1

File Edit View Help

Paste Set Favorites Actions Shortcuts Clipboard Procedures

Sort Ascending Sort Descending Filter by Selection Undo Last Filter Sort and Filter

Remove Filter and Sort Requery

Find

Add Edit

Delete

First Previous

1 of 1

Next Last

Export Grid Layout

Lexipedia 1218 - P&P Control Panel

Filter Criteria

Req. No.: 1802539

DAC:

PO. No.:

Project:

Vendor:

View:

☐ Show Paid Column☒ Show Account Detail

Account Filter: ???, ???, ???, ???, ???, ???

Control Panel

Req.	Req.	Vendor Name	PO No.	R	PO Date	Amount	Status	Next	Next Approver	DAC	Requester	PO
10/25/201	Yes	Carolina Dance & Sounds	1802355	0	10/26/201	\$575.00	Closed	AP		Dutch Fork High Sc		Yes

Ready

File Edit View Help

Paste Set Favorites Actions Shortcuts Clipboard Procedures

Sort Ascending Sort Descending Filter by Selection Filter excluding selection Filter for Undo Last Filter Sort and Filter

Remove Filter and Sort Requery Find Find Edit View First Previous Next Last Export Grid Layout

Records 1 of 1

LeRich51718 - P&P Control Panel

Filter Criteria

Req. No.: 1802539 DAC:

PO. No.: Project:

Vendor: View: All

☐ Show Paid Column ☒ Show Account Detail

Account Filter: ???-???-????-????-???

Apply Selection

Clear Selection

Control Panel

PO	Project	Req. User	Req User Name	PO User	PO User Name	Internal Notes	Description	Part No.	Account
Yes	Undesignated	k					Homecoming Dance		7



UNAUTHORIZED PROCUREMENT

Date: 10/31/17
School/Department: DEHS Student Council
Employee: _____

Facts and Circumstances Surrounding the Act and Documentation that the Price Paid is Fair and Reasonable:

Invoice was received after service. Contract not given to bookkeeper at time of hire.

Disciplinary Actions:

procedures reviewed

Corrective Actions to Prevent Reoccurrence (Appropriate Procedures):

contract should have been placed in system prior to service

Signatures:

Employee: _____

Supervisor: _____

Date: 11/1/17

Date: 11/1/17

(Note: Return completed form to the Procurement Office.)



MEMORANDUM

TO: 1
Public Information
Public Information Department

FROM: Lynda Robinson, Coordinator of Purchasing Department ✓

DATE: September 15, 2017

SUBJECT: UNAUTHORIZED PROCUREMENT

The attached purchase does not appear to be in compliance with the District's Procurement Policies and Procedures or the Procurement Code for one of the following reason(s):

- (A.) Purchases over \$2,500- No Quotes Attached
- (B.) Split Purchase/Circumvent Bid Process
- (C.) Items/Services Procured Prior to issuing/receiving an Approved Purchase Order
- (D.) Items Purchased in February-Paid in April-Not with Statement Date

In accordance with the District's Procurement Code, the Chief Financial Officer must ratify all Unauthorized Procurements. In order to facilitate his review and ratification, provide and explain a brief description of the facts and circumstances surrounding this procurement. The Disciplinary Action portion of the form is to be completed by your supervisor if the review of this information warrants such an action. Also, describe on the attached form any steps that have been taken to prevent a reoccurrence. The completed form must be returned to the Procurement Office within one (1) week. Once received by the Procurement Office, the form will be submitted to the Chief Financial Officer for his approval.

Upon ratification by the Chief Financial Officer, a copy of the ratification and supporting documents will be provided to you by the Purchasing Office for your files and the original form will be retained in the Purchasing Office for audit purposes.

If you have any questions in regard to this request, please contact me at telephone number 476-8140.

Thank you in advance for your assistance in this matter.

Reviewed
[signature]
10/10/2017



Authorization for Visa Purchase

School/Department: DO / Office of Communications

Requestor Name(Print) _____

Purchase Not to Exceed \$ 2480.00
No Single Purchase to Exceed \$2,500

Authorized Signature(s) _____

Signature of User _____	
Date of Purchase <u>08/09/2017</u>	Place of Purchase <u>B&H</u>
Charge of Accounts: Subject to Use Tax <input type="checkbox"/> <u>?</u>	
<u>100.263.6900000.0000.013</u>	2479.42
These funds were used for:	Total <u>2479.42</u>
Camera for Office of Communications (



The Professional's Source

420 Ninth Avenue, New York, NY
10001

www.bhphotovideo.com

800 - 221 - 5743

212 - 239 - 7765

Order Status

Dear SCHOOL DISTRICT FIVE,

Thank you for your order. Below is a confirmation of the recent order you placed with us.

Order Number: 686458050

Billing Address:

Shipping Address: Same As Billing Address

Shipping Method: EXPEDITED DELIVERY

Note: Signature may be required upon delivery

Item	Qty	Item Description	Price	Total Price
SOHXRNX100	1.00	HXR-NX100 Full HD NXCAM Camcorder	1649.00	1649.00
SAESD32GBV3G	2.00	32GB Extreme UHS-I SDHC Memory Card	18.08	36.16
TIUV62	1.00	62mm UV Haze 1 Filter	18.29	18.29
ARCSD30B	1.00	Video Dr. Bag 30	146.02	146.02
SEEW112PG3AI	1.00	EW 112P G3-A1/SKP 300 G3 MIC KIT (A1)	629.95	629.95
SEEW112PG3A1	1.00	ew 112-p G3 Camera-Mount Wireless Microphone Syste	0.00	0.00

SK3I09074BH1	1.00	iSeries Waterproof Sennheiser EW & Sony UWP Wirele	0.00	0.00
BHEPGC100	1.00	\$100 B&H E-Gift Card	100.00	100.00
Free item when purchased with SEEW112PG3AI				

Subtotal: 2579.42
Discount: -100.00
Shipping Charges: 0.00
Taxes: 0.00
Total: 2479.42

Payment Type Amount
2479.42



Fwd: B&H Photo Order Confirmation for Order #686458050

1 message

Wed, Aug 9, 2017 at 4:57 PM

Purchase order for camera & equipment.

----- Forwarded message -----

From: A
Date: Wed, Aug 9, 2017 at 4:26 PM
Subject: Fwd: B&H Photo Order Confirmation for Order #686458050
To: I

Here's your second email. It went to Joan.

Thanks,

----- Forwarded message -----

From: A
Date: Wed, Aug 9, 2017 at 4:18 PM
Subject: Fwd: B&H Photo Order Confirmation for Order #686458050
To: A

----- Forwarded message -----

From: **B&H Photo** <ord-status@bhphotovideo.com>
Date: Wed, Aug 9, 2017 at 4:17 PM
Subject: B&H Photo Order Confirmation for Order #686458050
To: i



The Professional's Source

420 Ninth Avenue, New York, NY
10001

www.bhphotovideo.com

800 - 221 - 5743

212 - 239 - 7765

Order Status

Dear SCHOOL DISTRICT FIVE,

Thank you for your order. Below is a confirmation of the recent order you placed with us.

Order Number: 686458050
Billing Address: SCHOOL DISTRICT FIVE
1020 DUTCH FORK ROAD
IRMO, SC 29063
Shipping Address: Same As Billing Address
Shipping Method: EXPEDITED DELIVERY

Note: Signature may be required upon delivery

Item	Qty	Item Description	Price	Total Price
SOHXRNX100	1.00	HXR-NX100 Full HD NXCAM Camcorder	1649.00	1649.00
SAESD32GBV3G	2.00	32GB Extreme UHS-I SDHC Memory Card	18.08	36.16
TIUV62	1.00	62mm UV Haze 1 Filter	18.29	18.29
ARCS30B	1.00	Video Dr. Bag 30	146.02	146.02
SEEW112PG3AI	1.00	EW 112P G3-A1/SKP 300 G3 MIC KIT (A1)	629.95	629.95
SEEW112PG3A1	1.00	ew 112-p G3 Camera-Mount Wireless Microphone Syste	0.00	0.00
SK3I09074BH1	1.00	iSeries Waterproof Sennheiser EW & Sony UWP Wirele	0.00	0.00
BHEPGC100	1.00	\$100 B&H E-Gift Card	100.00	100.00
Free item when purchased with SEEW112PG3AI				

Subtotal: 2579.42

Discount: -100.00

Shipping Charges: 0.00

Taxes: 0.00

Total: 2479.42

Payment Type	Amount
	2479.42

In most instances we begin processing your order shortly after you submit your order. Please review the information and verify that everything is correct. If any modifications or deletions are necessary you MUST contact us via PHONE ONLY, at [800-221-5743](tel:800-221-5743) or [212-239-7765](tel:212-239-7765). Please refer to your order number when calling us. Orders CANNOT be changed, cancelled or updated based on E-mail requests.

All orders are subject to verification.

We hope you enjoy your new purchase and look forward to serving you again.

To Track Your Order:

Online

Please go to <https://secure.bhphotovideo.com/bnh/controller/?O=myAccount&A=orderHistory&Q=orderHistory>

Phone

Call our automated Order Tracking Line at [1-800-221-5743](tel:1-800-221-5743) or [212-239-7765](tel:212-239-7765)

**Thank you
B&H Customer Service**

To unsubscribe from promotional emails [click here](#) #686458050X

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School District Five of Lexington and Richland Counties

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School District Five of Lexington and Richland Counties
1020 Dutch Fork Road
Irmo, SC 29063
www.lexrich5.org

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Authorization for Visa Purchase

School/Department: DO / Office of Communications

Requestor Name(Print, _____)

Purchase Not to Exceed \$ 272.00
No Single Purchase to Exceed \$2,500

Authorized Signature: _____

Signature of User _____	
Date of Purchase <u>08/09/2017</u>	Place of Purchase <u>B&H</u>
Charge of Accounts: Subject to Use Tax <input type="checkbox"/> ? ←	
<u>100.263.690 0000.0000.</u>	271.24
These funds were used for:	Total <u>271.24</u>
Camera supplies for the Office of Communication ✓	



The Professional's Source

420 Ninth Avenue, New York, NY
10001

www.bhphotovideo.com

800 - 221 - 5743

212 - 239 - 7765

Order Status

Dear SCHOOL DISTRICT FIVE,

Thank you for your order. Below is a confirmation of the recent order you placed with us.

Order Number: 686457300

Billing Address:

Shipping Address: Same As Billing Address

Shipping Method: STANDARD

Note: Signature may be required upon delivery

Item	Qty	Item Description	Price	Total Price
ANNPF976	1.00	NP-F976 7.2V, 6600mAh L-Series Li-Ion Battery (47W)	59.95	59.95
MAVT4000	1.00	VT-4000 Tripod System with Fluid Head	156.75	156.75
BEXM8500K	1.00	Behringer XM8500 Microphone, 15' XLR Cable and Foa	36.95	36.95
BEXM8500	1.00	XM8500 - Dynamic ULTRAVOICE Mic	0.00	0.00
KOM3015	1.00	Premium Performance 3000 Series XLR M to XLR F Mic	0.00	0.00
AUWHF158	1.00	WHF-158 Foam Windscreen for 1-5/8" Diameter Microp	0.00	0.00
AUPMFSB	1.00	PMF-SB Premium Mic Flag (Square, Black)	17.59	17.59

Subtotal: 271.24
Shipping Charges: 0.00
Taxes: 0.00
Total: 271.24

Payment Type Amount
271.24



Fwd: B&H Photo Order Confirmation for Order #686457300

1 message

Wed, Aug 9, 2017 at 4:57 PM

2nd purchase order for camera equipment.

----- Forwarded message -----

From: **B&H Photo** <ord-status@bhphotovideo.com>

Date: Wed, Aug 9, 2017 at 4:16 PM

Subject: B&H Photo Order Confirmation for Order #686457300



The Professional's Source

420 Ninth Avenue, New York, NY
10001

www.bhphotovideo.com

800 - 221 - 5743

212 - 239 - 7765

Order Status

Dear SCHOOL DISTRICT FIVE,

Thank you for your order. Below is a confirmation of the recent order you placed with us.

Order Number: 686457300

Billing Address:

Shipping Address: Same As Billing Address

Shipping Method: STANDARD

Note: Signature may be required upon delivery

Item	Qty	Item Description	Price	Total Price
ANMPF976	1.00	NP-F976 7.2V, 6600mAh L-Series Li-Ion Battery (47W)	59.95	59.95
MAVT4000	1.00	VT-4000 Tripod System with Fluid Head	156.75	156.75
BEXM8500K	1.00	Behringer XM8500 Microphone, 15' XLR Cable and Foa	36.95	36.95
BEXM8500	1.00	XM8500 - Dynamic ULTRAVOICE Mic	0.00	0.00

KOM3015	1.00	Premium Performance 3000 Series XLR M to XLR F Mic	0.00	0.00
AUWHF158	1.00	WHF-158 Foam Windscreen for 1-5/8" Diameter Microp	0.00	0.00
AUPMFSB	1.00	PMF-SB Premium Mic Flag (Square, Black)	17.59	17.59

Subtotal: 271.24**Shipping Charges: 0.00****Taxes: 0.00****Total: 271.24**

Payment Type	Amount
	271.24

In most instances we begin processing your order shortly after you submit your order. Please review the information and verify that everything is correct. If any modifications or deletions are necessary you MUST contact us via PHONE ONLY, at 800-221-5743 or 212-239-7765 . Please refer to your order number when calling us. Orders CANNOT be changed, cancelled or updated based on E-mail requests.

All orders are subject to verification.

We hope you enjoy your new purchase and look forward to serving you again.

To Track Your Order:

Online

Please go to <https://secure.bhphotovideo.com/bnh/controller/?O=myAccount&A=orderHistory&Q=orderHistory>

Phone

Call our automated Order Tracking Line at 1-800-221-5743 or 212-239-7765

Thank you
B&H Customer Service

To unsubscribe from promotional emails [click here](#) #686457300X



UNAUTHORIZED PROCUREMENT

Date: 9/21/17
School/Department: D.O. office of Communications
Employee: _____

Facts and Circumstances Surrounding the Act and Documentation that the Price Paid is Fair and Reasonable:

Myself + [redacted] at The Center worked together to find the
best company + price for a video camera in the office
has used Blipphoto + video for purchases in his classroom.

Disciplinary Actions:

Reviewed the procurement policy to make sure this does not happen again.

Corrective Actions to Prevent Reoccurrence (Appropriate Procedures):

We were unaware of bids needed for a purchase that exceeds
\$2500. The Office of Communications will make sure this does
not happen again.

Signatures: _____

Employee: _____

Supervisor: _____

Date: 9/21/17

Date: 9/25/17

(Note: Return completed form to the Procurement Office.)



MEMORANDUM

TO: Irmo High School
Irmo High School

FROM: Lynda Robinson, Coordinator of Purchasing Department

DATE: September 19, 2017

SUBJECT: UNAUTHORIZED PROCUREMENT

The attached purchase does not appear to be in compliance with the District's Procurement Policies and Procedures or the Procurement Code for one of the following reason(s):

- (A.) Purchases over \$2,500- No Quotes Attached
- (B.) Split Purchase/Circumvent Bid Process
- (C.) Items/Services Procured Prior to issuing/receiving an Approved Purchase Order
- (D.) Purchased Personal Item with Visa Card

In accordance with the District's Procurement Code, the Chief Financial Officer must ratify all Unauthorized Procurements. In order to facilitate his review and ratification, provide and explain a brief description of the facts and circumstances surrounding this procurement. The Disciplinary Action portion of the form is to be completed by your supervisor if the review of this information warrants such an action. Also, describe on the attached form any steps that have been taken to prevent a reoccurrence. The completed form must be returned to the Procurement Office within one (1) week. Once received by the Procurement Office, the form will be submitted to the Chief Financial Officer for his approval.

Upon ratification by the Chief Financial Officer, a copy of the ratification and supporting documents will be provided to you by the Purchasing Office for your files and the original form will be retained in the Purchasing Office for audit purposes.

If you have any questions in regard to this request, please contact me at telephone number 476-8140.

Thank you in advance for your assistance in this matter.

Lynda Robinson
10/10/2017

Purchase Order

School District Five of
Lexington and Richland Counties
1020 Dutch Fork Road
Irmo SC 29063

No. 1801711

Our purchase order number must appear on
all invoices, packages, and
correspondence

Order is to be shipped in accordance
with prices, delivery, and specifications
shown below.

Notify us immediately if you are unable
to ship as specified.

P.O. Date: 09/19/2017

Questions ? (803) 476-8000

Ext:

Account:

P.O. Issued To :

Ship To:

Bsn Sports Inc_676854
PO BOX 7726
DALLAS TX 75029

Irmo High School
Attn: |
6671 St. Andrews Road
Columbia SC 29212

(8

Contact:

Location: Irmo High School

Phone: ()

Fax: ()

Project: Undesignated

Req# 1801734

Reference: 900212353

Date Required: 09/28/2017

Award Number:

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freight
1	1 Yr	Blanket		Football Socks and T-Shirts	703.271.4100000.9007.039	2,494.00	2,494.00	174.58	174.58

APPROVAL SIGNATURES:



Sub-Total: 2,494.00

Freight: 174.58

Tax: 174.58

Total Amount: 2,843.16

NOTES:

Deliveries are accepted at the main office between 8:00 AM and 3:00 PM, Monday through Friday.

Order Via:

Send check to vendor

FILE COPY

180734

**BSN SPORTS™**

P.O. Box 7726, Dallas, TX 75209
 TEL: 800-227-7404 FAX: 972-884-7270
 Come visit us at www.bsnsports.com

Invoice Number**900212353**

Date: 07/31/2017

Remit to:

BSN SPORTS, LLC
 PO Box 660176
 Dallas, TX 75266-0176

PO Number: HOLD FOR PO 08/04/20

Reference Number: 7391361

Terms: NT30

Due Date: 08/30/2017

Customer #: 1074394
 Bill To: LEXINGTON CSD #5
 Attn: r

Ship To: IRMO HIGH SCHOOL

Item Number	Item Description	Material	Color/Team/Size	Qty/ UOM	Unit Price	Extended Price
BA4191	BLEND TEE SIBL SML	BA4191SIBSML	SIBL	2 EA	15.00	30.00
BA4191	BLEND TEE SIBL MED	BA4191SIBMED	SIBL	2 EA	15.00	30.00
BA4191	BLEND TEE SIBL LRG	BA4191SIBLRG	SIBL	8 EA	15.00	120.00
BA4191	BLEND TEE SIBL XLG	BA4191SIBXLG	SIBL	8 EA	15.00	120.00
BA4191	BLEND TEE SIBL 2XL	BA4191SIB2XL	SIBL	6 EA	15.00	90.00
BA4191	BLEND TEE SIBL 3XL	BA4191SIB3XL	SIBL	4 EA	15.00	60.00
BA4191	BLEND TEE BKBL SML	BA4191BKBSML	BKBL	2 EA	15.00	30.00
BA4191	BLEND TEE BKBL MED	BA4191BKBMED	BKBL	2 EA	15.00	30.00
BA4191	BLEND TEE BKBL LRG	BA4191BKBLRG	BKBL	8 EA	15.00	120.00
BA4191	BLEND TEE BKBL XLG	BA4191BKBLXLG	BKBL	8 EA	15.00	120.00
BA4191	BLEND TEE BKBL 2XL	BA4191BKBL2XL	BKBL	6 EA	15.00	90.00
BA4191	BLEND TEE BKBL 3XL	BA4191BKBL3XL	BKBL	4 EA	15.00	60.00
BA4191	BLEND TEE GDBL SML	BA4191GBLSML	GDBL	2 EA	15.00	30.00
BA4191	BLEND TEE GDBL MED	BA4191GBLMED	GDBL	2 EA	15.00	30.00
BA4191	BLEND TEE GDBL LRG	BA4191GBLLRG	GDBL	8 EA	15.00	120.00
BA4191	BLEND TEE GDBL XLG	BA4191GBLXLG	GDBL	8 EA	15.00	120.00
BA4191	BLEND TEE GDBL 2XL	BA4191GBL2XL	GDBL	6 EA	15.00	90.00

**BSN SPORTS™**

P.O. Box 7726, Dallas, TX 75209
 TEL: 800-227-7404 FAX: 972-884-7270
 Come visit us at www.bsnports.com

Invoice Number**900212353**

Date: 07/31/2017

Remit to:
 BSN SPORTS, LLC
 PO Box 880176
 Dallas, TX 75286-0176

PQ Number: HOLD FOR PO 08/04/20

Reference Number: 7391361

Terms: NT30

Due Date: 08/30/2017

Customer #: 1074394
 Bill To:

Ship To: ISMO HIGH SCHOOL

Item Number	Item Description	Material	Color/Team/Size	Qty/ UOM	Unit Price	Extended Price
BA4191	BLEND TEE GDBL 3XL	BA4191G8L3XL	GDBL 3XL	4 EA	15.00	60.00
LETTERWOE	LWO External Decoration	LETTERWOE				
NK618974	FB PLAYERS POLO GREY/ANT SML	NK618974063SML	063 - GREY/ANT SML	90 EA	0.00	0.00
NK618974	FB PLAYERS POLO GREY/ANT MED	NK618974063MED	063 - GREY/ANT MED	2 EA	38.00	76.00
NK618974	FB PLAYERS POLO GREY/ANT LRG	NK618974063LRG	063 - GREY/ANT LRG	2 EA	38.00	76.00
NK618974	FB PLAYERS POLO GREY/ANT XLG	NK618974063XLG	063 - GREY/ANT XLG	4 EA	38.00	152.00
NK618974	FB PLAYERS POLO GREY/ANT XXL	NK618974063XXL	063 - GREY/ANT XXL	6 EA	38.00	228.00
NK618974	FB PLAYERS POLO GREY/ANT 3XL	NK6189740633XL	063 - GREY/ANT 3XL	4 EA	38.00	152.00
NK618974	FB PLAYERS POLO GREY/ANT 4XL	NK6189740634XL	063 - GREY/ANT 4XL	2 EA	38.00	76.00
LETTERWOE	LWO External Decoration	LETTERWOE				
NK5X4827	3PPK CREW SOCKS BLACK LRG	NK5X4827001LRG	001 - BLACK LRG	22 EA	0.00	0.00
NK5X4827	3PPK CREW SOCKS BLACK XLG	NK5X4827001XLG	001 - BLACK XLG	6 EA	11.00	66.00
NK5X4827	3PPK CREW SOCKS WHITE LRG	NK5X4827101LRG	101 - WHITE LRG	8 EA	11.00	88.00
NK5X4827	3PPK CREW SOCKS WHITE XLG	NK5X4827101XLG	101 - WHITE XLG	6 EA	11.00	66.00

Thank you for your order. This invoice completes your purchase order.



BSN SPORTS™

P.O. Box 7726, Dallas, TX 75209
TEL: 800-227-7404 FAX: 972-884-7270
Come visit us at www.bsnsports.com

Invoice Number

900212353

Date: 07/31/2017

Remit to:
BSN SPORTS, LLC
PO Box 680178
Dallas, TX 75268-0178

PO Number: HOLD FOR PO 08/04/20

Reference Number: 7391361

Terms: NT30

Due Date: 08/30/2017

Customer #: 1074394

Bill To:

Ship To: IRMO HIGH SCHOOL

Item Number	Item Description	Material	Color/Team/Size	Qty/ UOM	Unit Price	Extended Price
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For realtime order status and tracking information go to www.bsnsports.com

IMPORTANT NOTE ABOUT OUR INVOICES

We know smooth processing of our invoice is important to you. If you have any questions about this invoice, please call your Accounts Receivable Service Representative (800-227-7404). We will be happy to answer your questions. Please remember to include our invoice number on your payment remittance so we can properly apply your payment to your account. Enjoy the benefits of online access. To enroll online or pay as a guest, go to www.BSNBilling.com.

Thank you for your business.

To better service your account, please include invoice numbers on your remittance

Customer #: 1074394

Invoice # 900212353

Due Date: 08/30/2017

Merchandise Sub Total	Other	Freight	Sales Tax	Invoice Total	Payment/Credit Applied	Total Invoice Amount Due
\$2,494.00	\$0.00	\$174.58	\$174.58	\$2,843.16	\$0.00	\$2,843.16

We accept payments by check, credit card, ACH, wire, and check by phone. Please contact your account rep if you have questions.

If you need a copy of an invoice, please call at 1-800-227-7404 and choose option 2.

*Past due balances are subject to a finance charge of 1.5% per month or the highest rate permitted by applicable law, whichever is lower.

Purchase Order

**School District Five of
Lexington and Richland Counties**
1020 Dutch Fork Road
Irmo SC 29063

No. 1801712

Our purchase order number must appear on
all invoices, packages, and
correspondence

Order is to be shipped in accordance
with prices, delivery, and specifications
shown below.

Notify us immediately if you are unable
to ship as specified.

P.O. D**Questions****Ext:****Account:****P.O. Issued To :****Ship To:**

Bsn Sports Inc_676854
PO BOX 7726
DALLAS TX 75029

Irmo High School
Attn:
6671 St. Andrews Road
Columbia SC 29212

Contact:**Location:** Irmo High School**Phone:****Fax:** (803) 781-1111**Project:** Undesignated**Req#** 1801736**Reference:** 900207888**Date Required:** 09/28/2017**Award Number:**

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freight
1	1	Yr	See Attached	Football Pants, Tops, Shorts, Cleats	703.271.4100000.9007.039	6,491.00	6,491.00	454.37	454.37

APPROVAL SIGNATURES:**Sub-Total:** 6,491.00**Freight:** 454.37**Tax:** 454.37**Total Amount:** 7,399.74**NOTES:**

Deliveries are accepted at the main office between 8:00 AM and 3:00 PM, Monday through Friday.

See Attached List of Items

Order Via:

Send check to vendor

FILE COPY

Wednesday, September 20, 2017

Page 1 of 1



1801736

Invoice Number

900207888

Date: 07/28/2017

Remit to:
BSN SPORTS, LLC
PO Box 660178
Dallas, TX 75266-0178

BSN SPORTS

P.O. Box 7726, Dallas, TX 75209

TEL: 800-227-7404 FAX: 972-884-7270

Come visit us at www.bsnsports.com

PO Number: HOLD FOR PO 08/04/20

Reference Number: 7392113

Terms: NT30

Due Date: 08/27/2017

Customer #: 1074394

Bill To:

Ship To: IRMO HIGH SCHOOL

Item Number	Item Description	Material	Color/Team/Size	Qty/ UOM	Unit Price	Extended Price
NK833380	VAPOR SPEED 2 TD WHT/BLK 8.5	NK833380102085	102 - WHT/BLK 8.5	1 PR	60.00	60.00
NK833380	VAPOR SPEED 2 TD WHT/BLK 9	NK833380102090	102 - WHT/BLK 9	1 PR	60.00	60.00
NK833380	VAPOR SPEED 2 TD WHT/BLK 10	NK833380102100	102 - WHT/BLK 10	3 PR	60.00	180.00
NK833380	VAPOR SPEED 2 TD WHT/BLK 10.5	NK833380102105	102 - WHT/BLK 10.5	2 PR	60.00	120.00
NK833380	VAPOR SPEED 2 TD WHT/BLK 12	NK833380102120	102 - WHT/BLK 12	10 PR	60.00	600.00
NK833380	VAPOR SPEED 2 TD WHT/BLK 12.5	NK833380102125	102 - WHT/BLK 12.5	1 PR	60.00	60.00
NK833380	VAPOR SPEED 2 TD WHT/BLK 13	NK833380102130	102 - WHT/BLK 13	7 PR	60.00	420.00
NK833380	VAPOR SPEED 2 TD WHT/BLK 14	NK833380102140	102 - WHT/BLK 14	5 PR	60.00	300.00
NK833380	VAPOR SPEED 2 TD WHT/BLK 11	NK833380102110	102 - WHT/BLK 11	4 PR	60.00	240.00
NK833380	VAPOR SPEED 2 TD WHT/BLK 9.5	NK833380102095	102 - WHT/BLK 9.5	3 PR	60.00	180.00
NK833380	VAPOR SPEED 2 TD WHT/BLK 16	NK833380102160	102 - WHT/BLK 16	3 PR	60.00	180.00
NK719903	1/2 SLV COMP TOP BLACK SML	NK719903010SML	010 - BLACK SML	20 EA	28.00	560.00
NK719903	1/2 SLV COMP TOP BLACK MED	NK719903010MED	010 - BLACK MED	19 EA	28.00	532.00
NK719903	1/2 SLV COMP TOP BLACK LRG	NK719903010LRG	010 - BLACK LRG	12 EA	28.00	336.00
NK719903	1/2 SLV COMP TOP BLACK XLG	NK719903010XLG	010 - BLACK XLG	14 EA	28.00	392.00
NK719903	1/2 SLV COMP TOP BLACK XXL	NK719903010XXL	010 - BLACK XXL	1 EA	28.00	28.00
NK719903	1/2 SLV COMP TOP BLACK 3XL	NK7199030103XL	010 - BLACK 3XL	1 EA	28.00	28.00

**BSN SPORTS™**

P.O. Box 7726, Dallas, TX 75209
 TEL: 800-227-7404 FAX: 972-884-7270
 Come visit us at www.bsnsports.com

Invoice Number**900207888**

Date: 07/28/2017

Remit to:
BSN SPORTS, LLC
 PO Box 580178
 Dallas, TX 75286-0178

PO Number: HOLD FOR PO 08/04/20

Reference Number: 7392113

Terms: NT30

Due Date: 08/27/2017

Customer #: 1074394
 Bill To

Ship To: IRMO HIGH SCHOOL

Item Number	Item Description	Material	Color/Team/Size	Qty/ UOM	Unit Price	Extended Price
NK719907	WOVEN PRAC SHORT BLK/WHT MED	NK719907012MED	012 - BLK/WHT MED	32 EA	25.00	800.00
NK719907	WOVEN PRAC SHORT BLK/WHT LRG	NK719907012LRG	012 - BLK/WHT LRG	13 EA	25.00	325.00
NK719907	WOVEN PRAC SHORT BLK/WHT XLG	NK719907012XLG	012 - BLK/WHT XLG	9 EA	25.00	225.00
NK719907	WOVEN PRAC SHORT BLK/WHT XXL	NK719907012XXL	012 - BLK/WHT XXL	9 EA	25.00	225.00
NK719907	WOVEN PRAC SHORT BLK/WHT 3XL	NK7199070123XL	012 - BLK/WHT 3XL	4 EA	25.00	100.00
LETTERWOE	LWO External Decoration	LETTERWOE		67 EA	0.00	0.00
LETTERWOE	LWO External Decoration	LETTERWOE		67 EA	0.00	0.00
NSPFWADT	Men's Vapor Speed2 Football Cleat 83340	NSPFW	11 1/2 Men's	9 EA	60.00	540.00

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Thank you for your business.

To better service your account, please include invoice numbers on your remittance

Customer #:1074394

Invoice # 900207888
 Due Date: 08/27/2017

Merchandise Sub Total	Other	Freight	Sales Tax	Invoice Total	Payment/Credit Applied	Total Invoice Amount Due
\$8,491.00	\$0.00	\$454.37	\$454.37	\$7,399.74	\$0.00	\$7,399.74

We accept payments by check, credit card, ACH, wire, and check by phone. Please contact your account rep if you have questions.

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UNAUTHORIZED PROCUREMENT

Date: 09/29/17
School/Department: Irmo High
Employee: _____

Facts and Circumstances Surrounding the Act and Documentation that the Price Paid is Fair and Reasonable:

The vendor was told to hold the order until
a P.O. was provided. But the vendor missed and shipped
the order before a P.O. was provided. The price was
fair and reasonable.

Disciplinary Actions:

* Verbal warning and a follow-up letter to employee.

Corrective Actions to Prevent Reoccurrence (Appropriate Procedures):

The vendor was made aware of the mistake and
sent a copy of the Lex-Rich5 Purchasing procedures.

Signatures: _____
Employee: _____ Date: 09/29/17
Supervisor: _____ Date: _____

(Note: Return completed form to the Procurement Office.)