



MEMORANDUM

TO: Nursery Road Elementary
Nursery Road Elementary
Chief Instructional Officer

FROM: Lynda Robinson, Coordinator of Purchasing Department

DATE: December 18, 2019

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- Past Due Invoices**
- (D.) Purchased Flowers/Plant for Employee with Visa Card
- (E.) Purchase Personal items 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. A second violation by your school/Department within a one-year period will result in the suspension of your card for thirty days.

If you have any questions, please contact me at 803-476-8140.

Thank you in advance for your assistance in this matter.

*Review
@
2/26/2020*

Purchase Order

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

No. 2003366

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: 12/18/2019

Questions ? (803) 476-8000

Ext:

Account:

P.O. Issued To :

Ship To:

Palmetto Apparel & Embroidery LLC
111-B Arrowood Rd
Columbia SC 29210

Nursery Road Elementary School
Attn: -
6706 Nursery Road
Columbia SC 29212

Contact:
Phone: (803) 865-0322

Location: Nursery Road Elementary School
Fax: (803) 779-5000

Project: Undesignated

Req# 2003332

Reference:

Date Required: 12/18/2019

Award Number:

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freight
1	120	EA		Hanes Shirts S-XL Invoice #31718	652.233.4100000.7202.047	11.34	1,360.80	110.28	0.00
2	11	EA		Hanes Shirts XXL Invoice #31718	652.233.4100000.7202.047	13.34	146.74	10.27	0.00
3	4	EA		Hanes Shirts XXXL Invoice #31718	652.233.4100000.7202.047	14.34	57.36	4.68	0.00
4	125	EA		Black Clip Boards Invoice #31837	652.233.4100000.7202.047	6.75	843.75	70.25	99.84
5	1	EA		Set-up Fee	652.233.4100000.7202.047	50.00	50.00	0.00	0.00
6	1	EA		Proof	652.233.4100000.7202.047	10.00	10.00	0.00	0.00

APPROVAL SIGNATURES:

Sub-Total: 2,468.65

Freight: 99.84

Tax: 195.44

Total Amount: 2,763.93

NOTES:

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

Order Via:

Phone

FILE COPY

PALMETTO APPAREL & EMBROIDERY LLC

Invoice

PO BOX 213089
 COLUMBIA, SC 29221
 PHONE: 803-865-0322

Date	Invoice #
7/31/2019	31718

Bill To
NURSERY ROAD ELEMENTARY SCHOOL 6706 NURSERY ROAD COLUMBIA, SC 29212

Ship To
NURSERY ROAD ELEMENTARY SCHOOL 6706 NURSERY ROAD COLUMBIA, SC 29212

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Net 30	FB	7/31/2019			

Quantity	Item Code	Description	Price Each	Amount
120	HANES	XTEMP 4200h UNISEX PERFORMANCE T-SHIRT (15) SMALL (40) MEDIUM (38) LARGE (27) XL	11.34	1,360.80T
11	HANES	XTEMP 4200h UNISEX PERFORMANCE T-SHIRT	13.34	146.74T
4	HANES	XTEMP 4200h UNISEX PERFORMANCE T-SHIRT	14.34	57.36T
		INCLUDES NURSERY ROAD ELEMENTARY SCHOOL ARTS MAGNET LOGO WITH 4 COLOR ART ON FULL FRONT - ON BACK 2 COLOR ART ROAD CREW - KNOW THY IMPACT IN 2 COLOR ART		
		Sales Tax	8.00%	125.19

			Total	\$1,690.09
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PALMETTO APPAREL & EMBROIDERY LLC

Invoice

PO BOX 213089
 COLUMBIA, SC 29221
 PHONE: 803-865-0322

Date	Invoice #
8/27/2019	31837

Bill To
NURSERY ROAD ELEMENTARY SCHOOL 6706 NURSERY ROAD COLUMBIA, SC 29212

Ship To
NURSERY ROAD ELEMENTARY SCHOOL 6706 NURSERY ROAD COLUMBIA, SC 29212

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Net 30	FB	8/27/2019			

Quantity	Item Code	Description	Price Each	Amount
125	MISC	BLACK CLIP BOARDS	6.75	843.75T
1	SET-UP FEE	SET-UP FEE	50.00	50.00T
1	PROOF	PROOF	10.00	10.00T
		NURSERY ROAD ELEMENTARY SCHOOL ARTS MAGNET LOGO IN FULL COLOR ON BACK ONLY - 11-1/2" H x 8-5/8" W IMPRINT AREA		
1	S&H	SHIPPING & HANDLING	99.84	99.84T
			7.00%	70.25

			Total	<u>\$1,073.84</u>
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UNAUTHORIZED PROCUREMENT

Date: 12/19/19
School/Department: NRES-AM
Employee: _____

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

At the time of this order it was my understanding the person placing the order had paid at that time. She thought I had paid. We have since worked out a plan for how to complete orders and payments so this does not happen again.

Disciplinary Actions: Supervisor Response:

explained the circumstances surrounding this purchase order.

Corrective Actions to Prevent Reoccurrence (Appropriate Procedures):

Supervisor Response:

conference with _____ and had her explain the plan for future situations such as this.

Signatures:

Employee: _____

Supervisor: _____

Date: 12/19/19

Date: 12/20/19

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



MEMORANDUM

TO: Mr. Irmo Middle School
Mr. Irmo Middle School, Irmo Middle School

FROM: Lynda Robinson, Coordinator of Purchasing Department

DATE: February 4, 2020

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.) Past Due Invoice dated- 7/21/2018

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, please contact me at 803-476-8140.

Thank you in advance for your assistance in this matter.

Reviewed
CR
2/27/2020



Authorization for Visa Purchase

School/Department: IMS

Requestor Name(Print) _____

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

Authorized Signature(s) _____

Signature of User _____	
Date of Purchase <u>12-5-19th</u>	Place of Purchase <u>Fully Promoted</u>
Charge of Accounts: Subject to Use Tax <input type="checkbox"/>	
746.271.6600000.2070.040	588.50
These funds were used for:	Total 588.50
25 Polo style shirts for the Beta Club.	



FULLY PROMOTED

Embroidery & More

INVOICE

E 54346

PAID

Fully Promoted of Columbia SC

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: 8/7/2019

Billing Information

Irmo Middle School - Beta Club

Phone: 803-476-3720

Fax:

Email:

Shipping Information

Contact:

Cell:

Ship Method: Pick Up

Sales Rep: House Account

Order Description

Beta Club Polos

Style	Description	Color/Location	Size	Qty	Unit Price	Line Total
5412	SHADOW TONAL HTHR SPORT SHIRT	GOLD	S	8	22.00	176.00
5412	SHADOW TONAL HTHR SPORT SHIRT	GOLD	M	9	22.00	198.00
5412	SHADOW TONAL HTHR SPORT SHIRT	GOLD	L	5	22.00	110.00
5412	SHADOW TONAL HTHR SPORT SHIRT	GOLD	XL	3	22.00	66.00
	Embroidery - "new" national beta club logo	Chest - Left		25	0.00	0.00
	Students are wearing for an event Monday morning					
	Due Date is firm					

Notes

Payments

Date	Payment	Amt
12/5/2019	Payment - Visa	588.50

Sub Total 550.00

Total 550.00

Tax Amount 38.50

Net Total 588.50

Paid 588.50

Balance Due 0.00

Sequence # 48081

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.

FULLY PROMOTED
 7249 ST ANDREWS RD 300
 COLUMBIA, SC 29212
 (803)787-5117

SALE

8090 Store: 4053 Term:
 REF#: 00
 :h #: 025 RRN: 933919 1
 5/19
 ns ID: 389339712730872
 R CODE: 087391
 A *****

MOUNT \$5:

APPROVED

SA CREDIT
 A/D: A0000000031010
 TVR: 00 00 04 80 00
 TST: FB 00

THANK YOU



UNAUTHORIZED PROCUREMENT

Date: February 18, 2020
School/Department: Irmo Middle School
Employee: _____

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

Beta Club ordered t-shirts over the summer. Ms. Odom tried to get approval from our bookkeeper prior to ordering. She was on vacation. I spoke to Fully Promoted who said they would get prior approval. They did not.

Disciplinary Actions: Supervisor Response:

I spoke with _____ and _____
We developed a system to prevent this from happening again.

Corrective Actions to Prevent Reoccurrence (Appropriate Procedures):

Supervisor Response:

Additional financial / purchasing procedures were put in place.

Signatures:

Employee: _____

Supervisor: _____

Date: 2/18/2020

Date: 2/18/2020

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



MEMORANDUM

TO: A _____, Dutch Fork Elementary School
Dutch Fork Elementary School
Chief Instructional Officer

FROM: Lynda Robinson, Coordinator of Purchasing Department 

DATE: February 6, 2020

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.) **Shipped Merchandise to 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, please contact me at 803-476-8140.

Thank you in advance for your assistance in this matter.

*Reviewed
@
3/2/2020*



Authorization for Visa Purchase

School/Department: DFES/Magnet

Requestor Name(Pri: _____

Purchase Not to Exceed \$ 200.00
No Single Purchase to Exceed \$2,500

Authorized Signature(_____

Signature of Use _____	
Date of Purchase <u>12/12/19</u>	Place of Purchase <u>Elements Bath and Body Supply</u>
Charge of Accounts: Subject to Use Tax <input type="checkbox"/>	
<u>100.113.410000.0000.042</u>	<u>\$44.95</u>
These funds were used for:	Total <u>\$44.95</u>
<u>Supplies for the science Fair/ Amy Umberger/ Resident Scientist</u>	

INVOICE

Elements Bath & Body Supply

3004 S. Prairie Ave, Pueblo

81005, Colorado

United States

info@elementsbathandbody.com

Date: 12-12-2019 09:33 AM

Invoice Number: #245616

Order status: In Process

Payment method:

Credit Card

Delivery method:

USPS Priority Mail 2-Day (TM)

Email: anewman@lexrich5.org

Billing address

Shipping address

First name:

First name:

Last name:

Last name:

Address:

Address:

City:

City:

State:

State:

Country:

Country:

Zip/Postal code:

Zip/Postal code:

Phone:

Phone:

Products ordered

SKU	Product	Item price	Quantity	Total
PwdrBottle3oz	3 oz Powder Bottle	\$0.570	50	\$28.50
SampleSmallNaturalFunnel	Free Samples Options: Sample: Small Natural Funnel	\$0.000	1	\$0.00

Thank you for your order! Please review the contents and ensure everything is correct. For questions or problems, please notify us within 15 days to address any concerns. We appreciate your business and look forward to serving you! Best wishes from The Team at ElementsBathandBody.com

Subtotal: \$28.50
Shipping cost: \$16.45
Total: \$44.95



Baby Powder Bottles

Message

Thu, Feb 13, 2020 at 9:53 AM

This product was ordered for one of our group science fair projects. I had a group of students study different types of baby powders for effectiveness.



INVOICE

Date: 12-12-2019 09:33 AM**Invoice Number:** #245616**Order status:** In Process**Payment method:**

Credit Card

Delivery method:

USPS Priority Mail 2-Day (TM)

Elements Bath & Body Supply

3004 S. Prairie Ave, Pueblo

81005, Colorado

United States

info@elementsbathandbody.com

Email:**Billing address****First name:**

L...

Address:**City:****State:****Country:****Zip/Postal code:****Phone:****Shipping address****First name:**

Last ..

Address:**City:****State:****Country:****Zip/Postal code:****Phone:****Products ordered**

SKU	Product	Item price	Quantity	Total
PwdrBottle3oz	3 oz Powder Bottle	\$0.570	50	\$28.50
SampleSmallNaturalFunnel	Free Samples Options: Sample: Small Natural Funnel	\$0.000	1	\$0.00

Thank you for your order! Please review the contents and ensure everything is correct. For questions or problems, please notify us within 15 days to address any concerns. We appreciate your business and look forward to serving you! Best wishes from The Team at ElementsBathandBody.com

Subtotal: \$28.50
Shipping cost: \$16.45
Total: \$44.95



UNAUTHORIZED PROCUREMENT

Date: 2/13/20
School/Department: NEFS / Magnet
Employee: _____

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

Ordered items for _____ for the 5th grade Science Fair. The computer must have auto filled the information and I did not catch this when I clicked place order. I will try to be better to review each order when finalized. _____ can verify that these items were for the Science Fair.
See attached email from _____

Disciplinary Actions: Supervisor Response:

The matter was discussed with _____ It was an oversight that has not occurred previously as the email from _____ provides evidence for the item purchased.

Corrective Actions to Prevent Reoccurrence (Appropriate Procedures):

Supervisor Response:

_____ will review orders for accuracy before orders are placed.

Signatures: _____
Employee: _____ Date: 2/13/20
Supervisor: _____ Date: 2/17/20

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



MEMORANDUM

TO: _____, Irmo Middle School
_____, Irmo High School
_____, _____

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

DATE: February 7, 2020

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.) **Shipped Merchandise to 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, please contact me at 803-476-8140.

Thank you in advance for your assistance in this matter.

*Received
LR
2/26/2020*



Authorization for Visa Purchase

School/Department: Irmo HS Athletic Department

Requestor Name(Print) _____

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

Authorized Signature(s) _____

Signature of User _____	
Date of Purchase <u>12-3-19</u>	Place of Purchase <u>iPromote U / Sir Logo</u>
Charge of Accounts: Subject to Use Tax <input type="checkbox"/>	
<u>1740 271.66 00000 2430039</u>	<u>319.31</u>
These funds were used for:	Total <u>319.31</u>
<u>Volleyball - Shirts for Volleyball Team - gifts @ banquet</u>	

FUND RAISER - ACCT.



INVOICE

Date	12/03/19
Number	1673562DC
Your P.O.	
Ship Date	1673562DC
Carrier	UPS Ground
Affiliate	Duane Chase 575-762-5700
Terms	Net 30

SOLD 1

TO PROCESS AN ON-LINE PAYMENT PLEASE VISIT
<https://customerus.ipromoteu.com>

Quantity	Unit	Item	Description	Unit Price	Extension
51	EA	G800	Gildan Adult 5.5 oz., 50/50 T-Shirt WHITE 14 SM, 21 MED, 11 LG, 5 XL	2.50	127.50
1	EA	G800	Gildan Adult 5.5 oz., 50/50 T-Shirt WHITE XXL	5.00	5.00
1	EA	G800	Gildan Adult 5.5 oz., 50/50 T-Shirt WHITE 4X	7.00	7.00
53	EA	SCREENPRINT	Screenprinting 1 Color front- ATHLETIC GOLD	2.50	132.50
1	EA	SET UP	Set Up Charge	31.25	31.25

DELIVERED TO:

SUB TOTAL	303.25
TAX SC 6%	0
SHIPPING (taxable)	16.06
PREPAYMENT	0.00
TOTAL DUE	\$319.31

Thank you for your order! Please remit payment to the following address and make your check payable to:

IPROMOTEu
 Dept 2419
 PO Box 122419
 Dallas TX 75312-2419

or to pay by credit card, please call



833-742-5478 x601

IPROMOTEu has been retained for various administrative services by your vendor. Our services include the invoicing of the sale, and collection and processing of payments.



UNAUTHORIZED PROCUREMENT

Date: 2/18/20
School/Department: IRMO ATHLETICS
Employee: _____

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

AS THE ASSISTANT COACH, I ORDERED T-SHIRTS TO GIVE TO PLAYERS AS GIFTS. I IS AN OLD FRIEND THAT I USES AS A COACH OF MY LAST SCHOOL. JUST TO KEEP THIS SIMPLE " I WAS UNAWARE OF THE RULES OF ORDERING AND PROCURING MERCHADISE. IT WONT HAPPEN AGAIN

Disciplinary Actions: Supervisor Response:

1. _____ is prevented from making purchases on behalf of Irmo Athletics for the remainder of the calendar year.
2. A letter has been placed in his file.

Corrective Actions to Prevent Reoccurrence (Appropriate Procedures):

Supervisor Response:

Proper procedures have been explained in detail to Any purchase in the future must be approved by the Head Coach and athletic director. An email has been sent out to all coaches of Irmo Athletics reminding them that all credit card/P.O. purchases must be shipped to IHS

Signatures: _____

Employee: _____

Supervisor: _____

Date: 2-18-20

Date: 2/18/2020

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



MEMORANDUM

TO: Accountability Department

FROM: Lynda Robinson, Coordinator of Purchasing Department

DATE: January 21, 2020

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 for Hotel Stay for Employees
- (E.) Shipped Purchased items to 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, please contact me at 803-476-8140.

Thank you in advance for your assistance in this matter.

Lynda Robinson
@
2/26/2020



Customer Number 13952
 Invoice # EA87491920
 Date 05/24/2019
 Terms NET30
 Order Number 120759971
 PO Number

PAST DUE

Bill To
Irmo Hs 6671 Saint Andrews Road Columbia, SC 29212 United States
ATTN: C

Ship To
Irmo Hs 6671 Saint Andrews Road Columbia, SC 29212 United States
AT

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Products - Examination & Fees				
160011786	SAT School Day - 11th Grade (March #1)	1	47.50	47.50
160012466	SAT School Day with Essay - 10th Grade (March #1)	2	64.50	129.00
160011829	SAT School Day with Essay - Unused Test Fee (March #1)	50	32.25	1,612.50
	Total SAT with Essay ordered (Standard and Nonstandard): 251 Grade 12: 6 Grade 11: 202 Other grade: 43 Free unused tests applied to school's order (20% of school's order or a minimum 10): 50			
			PRODUCT SUB-TOTAL	1,789.00
			ADJUSTMENTS	0.00
			SHIPPING & HANDLING	0.00
			SALES TAX	0.00
			NET TOTAL	\$1,789.00
			CREDITS	0.00
			PAYMENTS	(1,483.50)
			CURRENT NET BALANCE	\$305.50

Customer Number: 13952

Invoice#EA87491920

Invoice Total : \$1,789.00

Please detach this portion and return with payment to:

Balance :	305.50
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The College Board
 P.O. Box 30171
 New York, NY 10087-0171
 Federal Tax ID: 13-1623965

Questions about this invoice, please contact our
 Customer Service at: 855-373-6387, option 5 for Billing

Amount Enclosed : \$ _____

To pay online visit us at : <<https://store.collegeboard.org/sto/ipn.do>>

If you encounter issues while processing the payment, please send an email to electronicpayments@collegeboard.org



UNAUTHORIZED PROCUREMENT

Date: 1-24-20
School/Department: Office of Planning & Admin. / Accountability
Employee

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

Original PO # 1905940 for SAT School Day exam was created in May 2019. PO # 2003686 was created in Jan. 2020 to clear up a past due amount from IHS concerning SAT School Day tests that were taken but not included on invoice that was paid by original PO.

Disciplinary Actions: Supervisor Response:

Corrective Actions to Prevent Reoccurrence (Appropriate Procedures):

Supervisor Response:

Signatures: _____ Date: 1-24-20
Employee: _____ Date: 1/24/20
Supervisor: _____

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



MEMORANDUM

TO: Accountability Department

FROM: Lynda Robinson, Coordinator of Purchasing Department

DATE: January 21, 2020

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 for Hotel Stay for Employees
- (E) Shipped Purchased items to 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, please contact me at 803-476-8140.

Thank you in advance for your assistance in this matter.

*Revised
@
2/26/2020*



Customer Number 13952
 Invoice # EA87491920
 Date 05/24/2019
 Terms NET30
 Order Number 120759971
 PO Number

PAST DUE

Bill To
Irmo Hs 6671 Saint Andrews Road Columbia, SC 29212 United States
ATTN: D

Ship To
Irmo Hs 6671 Saint Andrews Road Columbia, SC 29212 United States
ATTN: I

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Products - Examination & Fees				
160011786	SAT School Day - 11th Grade (March #1)	1	47.50	47.50
160012466	SAT School Day with Essay - 10th Grade (March #1)	2	64.50	129.00
160011829	SAT School Day with Essay - Unused Test Fee (March #1)	50	32.25	1,612.50
	Total SAT with Essay ordered (Standard and Nonstandard): 251 Grade 12: 6 Grade 11: 202 Other grade: 43 Free unused tests applied to school's order (20% of school's order or a minimum 10): 50			
PRODUCT SUB-TOTAL				1,789.00
ADJUSTMENTS				0.00
SHIPPING & HANDLING				0.00
SALES TAX				0.00
NET TOTAL				\$1,789.00
CREDITS				0.00
PAYMENTS				(1,483.50)
CURRENT NET BALANCE				\$305.50

Customer Number: 13952

Invoice#EA87491920

Invoice Total : \$1,789.00

Please detach this portion and return with payment to:

Balance :

305.50

The College Board
 P.O. Box 30171
 New York, NY 10087-0171
 Federal Tax ID: 13-1623965

Questions about this invoice, please contact our
 Customer Service at: 855-373-6387, option 5 for Billing

Amount Enclosed : \$ _____

To pay online visit us at : <<https://store.collegeboard.org/sto/ipn.do>>

If you encounter issues while processing the payment, please send an email to electronicpayments@collegeboard.org

Purchase Order

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

No. 2003680

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: 01/17/2020

Questions ? (803) 476-8000

Ext: **Account:**

P.O. Issued To :

Ship To:

The College Board - College Bound Srs
PO Box 30128
New York NY 10087-0128

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

Contact:
Phone: (866) 387-0936

Location: Accountability

Fax:

Project: Undesignated

Req# 2003859

Reference:

Date Required: 01/29/2020

Award Number:

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freight
1	1	EA		SAT School Day	319.221.3450000.0000.018	47.50	47.50	0.00	0.00
2	2	EA		SAT School Day with Essay	319.221.3450000.0000.018	64.50	129.00	0.00	0.00
3	2	EA		SAT School Day with Essay Gr 10	100.221.3450000.0000.018	64.50	129.00	0.00	0.00

APPROVAL SIGNATURES:

Sub-Total: 305.50

Freight: 0.00

Tax: 0.00

Total Amount: 305.50

NOTES:

Deliveries are accepted at the main office between 9:00 a.m. and 3:00 p.m. Monday through Friday.

Order Via:

Send to Requester

FILE COPY



UNAUTHORIZED PROCUREMENT

Date: 1-24-20
School/Department: Office of Planning & Admin. / Accountability
Employee: _____

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

Original PO # 1905940 for SAT School Day exam was created in May 2019. PO # 2003686 was created in Jan. 2020 to clear up a past due amount from IHS concerning SAT School Day tests that were taken but not included on invoice that was paid by original PO.

Disciplinary Actions: Supervisor Response:

Corrective Actions to Prevent Reoccurrence (Appropriate Procedures):

Supervisor Response:

Signature _____
Employee _____
Super. _____

Date: 1-24-20
Date: 1/24/20

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



MEMORANDUM

TO: _____, Dutch Fork High School
Dutch Fork High School

FROM: Lynda Robinson, Coordinator of Purchasing Department

DATE: January 23, 2020

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 for Hotel Stay for Employees
- (E.) Shipped Purchased items to 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, please contact me at 803-476-8140.

Thank you in advance for your assistance in this matter.

*Received
@
3/2/2020*



SCSPA Fall Conference
October 10, 2019
Invoice #867

Amy Medlock-Greene
The Legacy
 Dutch Fork High School

Invoice Date: 1/17/2020

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	
1 Paying Advisers	\$30.00
0 Non Mem Advisers	\$0.00
16 Paying Students	\$320.00
Non Mem Students	\$0.00
Late Fee <input type="radio"/> yes <input type="radio"/> no	
1 Reserved Parking Space(s)	\$10.00
0 Board Adviser Lunch	\$0.00
Total \$360.00	

**Outstanding
 Balance
 \$360.00**

PD #

Notes

Purchase Order

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

No. 2003726

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: 01/23/2020

Questions ? (803) 476-8000

Ext: **Account:**

P.O. Issued To :

Ship To:

Scspa
SCHOOL OF JOURNALISM
UNIVERSITY OF SOUTH
COLUMBIA SC 29208

Dutch Fork High School
Attn: |
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# 2002402

Reference: medlock-greene

Date Required: 10/23/2019

Award Number:

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freight
1	1	EA		Registration for student conference	727.271.8600000.1250.051	360.00	360.00	0.00	0.00

APPROVAL SIGNATURES:

Sub-Total: 360.00

Freight: 0.00

Tax: 0.00

Total Amount: 360.00

NOTES:

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

Order Via:

Email

FILE COPY



UNAUTHORIZED PROCUREMENT

Date: 1/30/2020
School/Department: MFHS Newslander
Employee: _____

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

A request was made to put a P.O. on the system (10/19) for SCSPA. It was returned to the bookkeeper because no backup was attached. Requests for backup from teacher were not answered. Received invoice from another teacher (1/20). Tried to turn this back to PO to attach invoice and the date of PO then became After the invoice.

Disciplinary Actions: Supervisor Response:

~~of not ordering~~ items prior to a P.O. being received in place Reminded teacher of procedure

Corrective Actions to Prevent Reoccurrence (Appropriate Procedures):

Supervisor Response: Same as above!

Signatures: _____
Employee: _____ Date: _____
Supervisor: _____ Date: 1/31/20
2020

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



MEMORANDUM

TO: Irmo High School
Irmo High School

FROM: Lynda Robinson, Coordinator of Purchasing Department

DATE: June 15, 2020

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 Invoices, - years 2016 & 2017
- (E.) Shipped Merchandise to 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, please contact me at 803-476-8140.

Thank you in advance for your assistance in this matter.

Reviewed
LR
8/6/2020



INVOICE

Irmo High School
6671 St Andrews Rd
COLUMBIA SC 29212

Invoice Date
Jun 17, 2020

Benty
P.O. 1299
Irmo SC 29063

Invoice Number
CM2020-0018

Reference
QCM2018-0094

Item	Description	Quantity	Unit Price	Tax	Amount USD
CM: PBIS Module	1 Year Subscription to PBIS Module including teacher point awarding, student web app, and awards management.	1.00	1,599.00	7%	1,599.00
Prorated Discount	COVID-19	1.00	(319.80)	7%	(319.80)
Subtotal					1,279.20
TOTAL TAX					89.54
TOTAL USD					1,368.74

Due Date: Jul 17, 2020

If you have any questions, please email us! Payment@benty.io
Thank you!

PAYMENT ADVICE

To:
P.O. 1299
Irmo SC 29063

Customer	Irmo High School
Invoice Number	CM2020-0018
Amount Due	1,368.74
Due Date	Jul 17, 2020

Amount Enclosed

Enter the amount you are paying above

Purchase Order

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

No. 2005279

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: 06/22/2020

Questions ? (803) 476-8000

Ext: **Account:**

P.O. Issued To :

Ship To:

Benty LLC
PO Box 1299
Irmo SC 29063

Irmo High School

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

Contact: www.benty.io/terms

Location: Irmo High School

Phone: (803) 216-5401

Fax:

Project: Undesignated

Req# 2005562

Reference:

Date Required: 07/02/2020

Award Number:

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freight
1	1			SUBSCRIPTION TO PBIS MODULE INCLUDING TEACHER POINT AWARDING, STUDENT WEB APP AND AWARDS MANAGEMENT	100.114.4450000.0000.039	1,599.00	1,599.00	111.93	0.00
2	1			PRORATED DISCOUNT-COVID-19	100.114.4450000.0000.039	-319.80	-319.80	-22.39	0.00

APPROVAL SIGNATURES:

Sub-Total: 1,279.20

Freight: 0.00

Tax: 89.54

Total Amount: 1,368.74

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



Amy Smith <absmith3@lexrich5.org>

Tillmon: PBIS/Jacket Cash

1 message

Mon, Jun 29, 2020 at 11:06 AM

It was brought to my attention by our district finance office that there was an unauthorized procurement for the Jacket Cash reward system provided by Classroom Mosaic. A purchase order was never requested by Irmo High School for the purchase of this program, yet we were provided an invoice on May 15, 2020.

As the PBIS lead for the 2019-2020 school year, please share with us your understanding of the procurement process as this program cost us \$1599 yet a purchase order was never requested. Also, provide us with the analytics for the overall use of this system during the 2019-2020 school year. I ask that you submit your response to us by 4:00 P.M. on Thursday, July 2, 2020. Thank you.

With Irmo Pride,





UNAUTHORIZED PROCUREMENT

Date: June 29, 2020
School/Department: Irmo High School
Employee: _____

Facts and Circumstances Surrounding the Act that the Price Paid is Fair and Reasonable: The program provided by Classroom Mosaic is in addition to programs used in District Five for instruction/evaluation. The PBIS/Jacket Cash program was initially requested for the 2018-2019 school year but had not been discussed for 2019-2020.

Disciplinary Actions: Supervisor Response: A verbal warning was communicated to all parties along with a copy of this written documentation.

Corrective Actions to Prevent Reoccurrence (Appropriate Procedures): Supervisor Response: Financial and budgetary procedures (p. 43-44) of the Irmo High School employee handbook were reviewed and provided as resources.

Signatures: _____ Date: 6/29/20
Employee: _____ Date: 6-29-2020
Supervisor: _____

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



MEMORANDUM

TO: Magnet Grant
Magnet Grant

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

DATE: June 15, 2020

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 Invoices, - years 2016 & 2017
- (E.) Shipped Merchandise to 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, please contact me at 803-476-8140.

Thank you in advance for your assistance in this matter.

*Received
8/14/2020*

March 31, 2020

Scope of Work

To: *

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

From:

RE: Consultation: Planning and Collaboration

Thank you for the opportunity to support your fine teachers and administrators at Nursery Road Elementary School through planning, collaboration and classroom visits.

July 23rd (Conference call)

Sept. 19th (Conference call)

Sept. 25th

Oct. 7th

Oct. 8th

Nov. 11th (Conference call)

Nov. 13th

Mar. 17th (cancelled)

Cost of services: \$2,400.00

Purchase Order

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

No. 2004792

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: 04/02/2020

Questions ? (803) 476-8000

Ext: **Account:**

P.O. Issued To :

Ship To:

Alston Dian L
6 Cardigan Court
Columbia SC 29210

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# 2005053

Reference:

Date Required: 04/16/2020

Award Number:

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freight
1	1	EA		Planning, Collaboration, & School Visits - July - March	804.223.3120000.0000.012	2,400.00	2,400.00	0.00	0.00

APPROVAL SIGNATURES:

Sub-Total:	2,400.00
Freight:	0.00
Tax:	0.00
Total Amount:	2,400.00

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



district five

OF LEANINGTON & RICHLAND COUNTIES

UNAUTHORIZED PROCUREMENT

Date: 6-25-2020
 School/Department: Magnet Office
 Employee: _____

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

recommended that Diane Alston collaborate and work with Discover 5 magnet schools and data teams. I presented a scope of work for her initial work with our equity consultant. At the request of _____ if principal of NRES _____ was asked to work with new data team facilitators and teachers. During this time I had personal family issues and a new scope of work was not created prior to her

Disciplinary Actions: Supervisor Response: Work with NRES.

The magnet office will stress to the Magnet Principals and magnet Leads not to allow any work to be done by consultants, vendors, etc. without a purchase order in place.

Corrective Actions to Prevent Reoccurrence (Appropriate Procedures): Supervisor

Response: The magnet office will review PO procedures and stress this protocol with Magnet Principal and Leads. The Magnet bookkeeper/Assistant will review this protocol on weekly budget calls to make sure PO's are in the system prior to work.

Signatures:

Employee: _____

Supervisor: _____

Date: _____

Date: 6-25-2020



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

Write up 2005053

1 message

Lynda Robinson <lrobin@lexrich5.org>

Invoice before PO. Thanks!



Lynda Robinson
Coordinator of Purchasing
School District Five of Lexington & Richland Counties
1020 Dutch Fork Road, Irmo, SC 29063
office: 803.476.8140
www.lexrich5.org



Pursuing Excellence for Tomorrow's Challenges

Not Authorized

PO# 2004792

*leg ↓
~~PO#~~ 2005053
Johnson Control*



MEMORANDUM

TO: [Redacted], Principal, Dutch Fork High School
[Redacted], Chief Instructional Officer

FROM: Lynda Robinson, Coordinator of Purchasing Department

DATE: November 19, 2019

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 Flowers/Plant for Employee with Visa Card**
- (E) **Purchased Items Shipped & Billed to 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, please contact me at 803-476-8140.

Thank you in advance for your assistance in this matter.

Robinson
@
2/26/2020



RICHLAND COUNTY SHERIFF'S DEPARTMENT
Attn: SIGNAL 30
5623 Two Notch Road
Columbia, South Carolina 29223

Bill To
Dutch Fork HS
Attn: J
1400 Old Tamah Road
Irmo, SC, 29063

Invoice Number 11098
Date 11/12/2019

DESCRIPTION/LOCATION
Homecoming Dance

DUE DATE
11/27/2019

Date	Description	Hours	Rate	Amount
9/28 - 10/25/2019	Security	10.50	\$45.00	\$472.50

Total \$472.50

PLEASE SEND PAYMENTS TO:
Richland County Sheriff Department
Attn: SIGNAL 30
5623 Two Notch Road
Columbia, South Carolina 29223

For billing inquiries call (803) 576-3146

Dutch Fork HS - Homecoming Dance

DETAIL FORM

DATE WK	IN	Out	TOTAL
10/19/2019	19:00	22:30	3.50
10/19/2019	19:00	22:30	3.50
10/19/2019	19:00	22:30	3.50
			10.50

Purchase Order

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

No. 2002923

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: 11/19/2019

Questions ? (803) 476-8000

Ext: **Account:**

P.O. Issued To :

Ship To:

Richland County Sheriffs Dept
ATTN SIGNAL 30
5623 TWO NOTCH ROAD
COLUMBIA SC 29223

Dutch Fork High School
Attn:
1400 Old Tamah Road
Irmo SC 29063
(803) 476-3300

Contact: Location: Dutch Fork High School
Phone: Fax: **Project:** Undesignated **Req#** 2003091
Reference: Mewborne **Date Required:** 11/29/2019 **Award Number:**

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freight
1	11	EA		Homecoming dance security	727.271.6600000.1220.051	472.50	5,197.50	0.00	0.00

APPROVAL SIGNATURES:

Sub-Total:	5,197.50
Freight:	0.00
Tax:	0.00
Total Amount:	5,197.50

NOTES:

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

Order Via: Email

FILE COPY



UNAUTHORIZED PROCUREMENT

Date: 12/21/19
School/Department: DEHS
Employee: _____

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

I authorized our SRO's to secure one additional deputy and work security at our Homecoming Dance on 12/19/19. The price we paid is what the contract states we must pay for deputies in Richland County. The contract is attached.

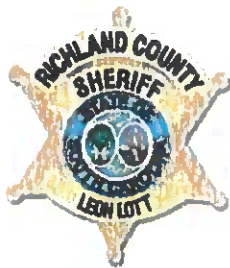
Disciplinary Actions: Supervisor Response:

Corrective Actions to Prevent Reoccurrence (Appropriate Procedures):

Supervisor Response: I, Kimberly Wilder, Bookkeeper, have spoken with the SRO and he has assured me I will get a copy of the job detail that goes to RCSA so I will know and put on system.

Signatures: _____ Date: 12/21/19
Employee: _____ Date: _____
Supervis: _____

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



Richland County Sheriff's Department

LEON LOTT
Sheriff

July 18, 2019

TO WHOM IT MAY CONCERN:

The Richland County Sheriff's Department administers the Special Duty program which allows Sheriff's Deputies to assist the community by providing security, crowd control, uniformed law-enforcement presence, or traffic control for businesses, religious organizations, private individuals, or social/community events. The Special Duty program is authorized by Richland County Council.

This letter is to inform you that effective July 1, 2019, the fee charged for Special Duty Services will increase from \$40.00 an hour to \$45.00 an hour. The increase in cost is necessary to offset costs associated with the use of county equipment, personnel, and administrative costs necessary to provide this service to the community.

Enclosed please find a new Agreement for Special Duty Law Enforcement Services. The Agreement must be completed and submitted to the Richland County Sheriff's Department prior to August 10, 2019 to avoid a lapse in service. Please mail the new Agreement to:

Richland County Sheriff's Department
Attention: [Redacted]
5623 Two Notch Road
Columbia, South Carolina 29223

If you have any questions please do not hesitate to contact Special Duty Assignments Accountant Bobbie Storey at 803-576-3146.

Sincerely,

Sheriff

LL:swp

Enclosure

5623 Two Notch Road • Columbia, South Carolina 29223
Office: (803) 576-3000 Fax: (803) 576-3197
WWW.RCSD.NET
SHERIFF@RCSD.NET



MEMORANDUM

TO:

FROM: Lynda Robinson, Coordinator of Purchasing Department

DATE: November 27, 2019

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 Flowers/Plant for Employee with Visa Card
- (E) Shipped Purchased items to 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. A second violation by your school/Department within a one-year period will result in the suspension of your card for thirty days.

If you have any questions, please contact me at 803-476-8140.

Thank you in advance for your assistance in this matter.

*Review
@
2/24/2020
Suspend card use
by employee if
occurs again.*



Authorization for Visa Purchase

School/Department: Planning + Administration - Mentacis

Requestor Name(Print) _____

Purchase Not to Exceed \$ 126.91
No Single Purchase to Exceed ~~2,500~~

Authorized Signature(s) _____ 10.31.19

Signature of User _____	
Date of Purchase <u>10/16/19</u>	Place of Purchase <u>Walmart</u>
Charge of Accounts: Subject to Use Tax <input type="checkbox"/>	
<u>100.390.4100000.0000.006</u>	<u>\$ 126.91</u>
These funds were used for:	Total <u>\$ 126.91</u>
<u>Mentacis Supplies / P&A</u>	

Personal email

Find messages, documents, photos or people



Home

Order received. Arrive

Compose

← Back ↩ ⏪ ⏩ 📁 Archive 🏠 Move 🗑️ Delete 🛡️ Spam ⋮

- Your Walmart Customer Care Team

Order #: 5601940-858119

Ships from Dasher Products

Arrives between

Shipping to

Fri, Oct 18 and Mon, Oct 21

We'll send an email with tracking info when your order ships.

← Home Address

Item	Qty	Total
<u>Slant Back Acrylic Sign Holder, 8.5 x 11 Inches Economy Portrait Ad Frames, Perfect for Home, Office, Store, Restaraunt (6 Pack), \$27.99</u>	4	\$111.96

Order summary

Order subtotal:	\$111.96
Walmart shipping	FREE
Dasher Products shipping	\$5.99
Total tax:	\$8.96
Order total:	\$126.91

Inbox 999+

Unread

Starred

Drafts

Sent

Archive

Spam

Trash

^ Less

Views

Hide

📷 Photos

📄 Documents

🔗 Deals

📄 Receipts

🛒 Groceries

🚗 Travel

Folders

Hide

+ New Folder

Notes

Personal email

Find messages, documents, photos or people



Home

Order received. Arrive

Compose

Back Archive Move Delete Spam

- Your Walmart Customer Care team

Order #: 5601940-858119

Ships from Dasher Products

Arrives between

Shipping to

Fri, Oct 18 and Mon, Oct 21

We'll send an email with tracking info when your order ships.

Home Address

Item	Qty	Total
<u>Slant Back Acrylic Sign Holder, 8.5 x 11 Inches Economy Portrait Ad Frames, Perfect for Home, Office, Store, Restaurant (6 Pack)</u> \$27.99	4	\$111.96

Order summary

Order subtotal:	\$111.96
Walmart shipping	FREE
Dasher Products shipping	\$5.99
Total tax:	\$8.96
Order total:	\$126.91

Inbox 999+

- Unread
- Starred
- Drafts
- Sent
- Archive
- Spam
- Trash
- Less

Views Hide

- Photos
- Documents
- Deals
- Receipts
- Groceries
- Travel

Folders Hide

- + New Folder
- Notes



UNAUTHORIZED PROCUREMENT

Date: 12/13/19
School/Department: Academy of Admin
Employee: _____

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

Items ordered reflected
an established account
with a card that maintained
the home address.

Disciplinary Actions: Supervisor Response:

Vendor was is a contracted
procurement policies and
procedure.

Corrective Actions to Prevent Reoccurrence (Appropriate Procedures):

Supervisor Response:

Review of Procurement
policies and procedures
will be discussed
regarding purchases.

Signatures:

Employee:

Supervisor: _____

Date: 12/13/19

Date: 12.13.19

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



MEMORANDUM

TO: Office of Planning & Administration

FROM: Lynda Robinson, Coordinator of Purchasing Department

DATE: November 27, 2019

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 for Hotel Stay for Employees
- (E) Paid 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, please contact me at 803-476-8140.

Thank you in advance for your assistance in this matter.

*Received
@
2/26/2020*



Authorization for Visa Purchase

School/Department: Planning & Administration

Requestor Name(Print) _____

Purchase Not to Exceed \$ 252.00
No Single Purchase Exceeded \$2,500

Authorized Signature(s) _____ *10-31-19*

Signature of User _____	
Date of Purchase <u>10/17/19</u>	Place of Purchase <u>Hilton</u>
Charge of Accounts: Subject to Use Tax <input type="checkbox"/>	
<u>100.221.3320000.0000.006</u>	<u>\$252.00</u>
These funds were used for:	Total <u>\$252.00</u>
<u>Advance deposit for hotel for SCASA conference 2020 </u>	



HILTON MYRTLE BEACH KINGSTON PLANTATION
 10000 BEACH CLUB DRIVE
 MYRTLE BEACH, SC 29572
 United States of America
 TELEPHONE 843-449-5000 • FAX 843-497-0168
 Reservations
 www.hilton.com or 1 800 HILTONS

1020 DUTCH FORK ROAD
 IRMO SC 29063
 UNITED STATES OF AMERICA

Room No: /K1RV
 Arrival Date: 6/21/2020 12:00:00 PM
 Departure Date: 6/24/2020
 Adult/Child: 1/0
 Cashier ID: SDELOACH13
 Room Rate: 219.00
 AL:
 HH #
 VAT #
 Folio No/Che 1082992 A

Confirmation Number: 3153039845

HILTON MYRTLE BEACH KINGSTON PLANTATION 10/24/2019 3:58:00 PM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
10/17/2019	Advance Deposit VS *5596	TWILLIAM	5334317		(\$252.00)	
BALANCE						(\$252.00)

CREDIT CARD DETAIL

APPR CODE	067352	MERCHANT ID	185975
CARD NUMBER	VS *	EXP DATE	08/23
TRANSACTION ID	5334317	TRANS TYPE	Sale

Fwd: Your Jun-21-2020 Confirmation #3153039845

Wed, Oct 16, 2019 at 1:10 PM

To:

FYI


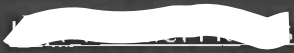

----- Forwarded message -----

From: **Hilton Hotels & Resorts Confirmed** <noreply@h4.hilton.com>

Date: Wed, Oct 16, 2019 at 1:04 PM

Subject: Your Jun-21-2020 Confirmation #3153039845

To: r



0 Points / Member



Remember you earn even more points
when you use your Hilton Honors American Express
Card on eligible Hilton purchases.

Terms apply

See you soon, ..

Your reservation for Jun-21-2020 has been confirmed.

Confirmation #3153039845



Hilton Myrtle Beach Resort

 10000 Beach Club Drive
Myrtle Beach SC 29572-5304 US
Maps & Directions >>

 18434495000

21 SUN
JUN

Check In: 4:00 PM


3 Nights

24 WED
JUN

Check Out: 11:00 AM



[Add to Calendar](#)

Your Room Information

Guest Name:

Guests: 1 Adult

Rooms: 1

Room Plan: PARTIAL OCEANVW- 2 DBLBEDS

Upgrade your room for only **\$9** more a night.

UPGRADE ►

Your Rate Information

SC ASSOCIATION OF SC

Rate per night

Jun-21-2020 - Jun-24-2020

219.00 USD

Total for Stay per Room Rate

657.00 USD

Taxes

81.00 USD

Resort Charge

18.00 USD

Total price for Stay

756.00 USD

 [Modify Your Reservation >>](#)



Your Stay Benefits



Explore Dining



Your On Site Amenities



Explore Neighborhood

Was this email helpful? Rate this email.

Hilton



Hilton

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† Visit [Hilton.com/guarantee](https://www.hilton.com/guarantee) to learn more about our Best Price Guarantee.

Using a debit/credit card to check in? A hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through date of check-out. Holds may not be released for 72 hours from date of check-out or longer at the discretion of your card issuer. [Click here](#) if you need to modify or cancel your reservation.

Any change to your arrival or departure date or room type is subject to hotel availability and may result in a possible rate change or additional fee. Changes also may not be possible at a later date. Please [click here](#) to see all rules and restrictions.

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Hilton Reservations and Customer Care | 2050 Chenault Drive | Carrollton, Texas 75006, USA

2019_R03_B02_NMK_OTR_V33_MULTIBR_H03_ML



School District Five of Lexington & Richland Counties



Authorization for Visa Purchase

School/Department: Planning & Administration

Requestor Name(Print) _____

Purchase Not to Exceed \$ 252.00
No Single Purchase to Exceed \$2,500

Authorized Signature(s) _____

-10-31-19

Signature of User _____	
Date of Purchase <u>10/17/19</u>	Place of Purchase <u>Hilton</u>
Charge of Accounts: Subject to Use Tax <input type="checkbox"/>	
<u>100.221.3320000.0000.006</u>	<u>\$252.00</u>
These funds were used for:	Total <u>\$252.00</u>
<u>Advance deposit for hotel for SCASA conference 2020</u>	



HILTON MYRTLE BEACH KINGSTON PLANTATION
 10000 BEACH CLUB DRIVE
 MYRTLE BEACH, SC 29572
 United States of America
 TELEPHONE 843-449-5000 • FAX 843-497-0168
 Reservations
 www.hilton.com or 1 800 HILTONS

1020 DUTCH FORK RD
 IRMO SC 29063
 UNITED STATES OF AMERICA

Room No: /D2RP
 Arrival Date: 6/21/2020 12:00:00 AM
 Departure Date: 6/24/2020
 Adult/Child: 1/0
 Cashier ID: SDELOACH13
 Room Rate: 219.00
 AL:
 HH #
 VAT #
 Folio No/Che 1082994 A

Confirmation Number: 3153200617

HILTON MYRTLE BEACH KINGSTON PLANTATION 10/24/2019 3:56:00 PM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
10/17/2019	Advance Deposit VS *5596	TWILLIAM	5334318		(\$252.00)	
BALANCE						(\$252.00)



CREDIT CARD DETAIL


APPR CODE	033698	MERCHANT ID	185975
CARD NUMBER	VS	EXP DATE	08/23
TRANSACTION ID	5334318	TRANS TYPE	Sale

Your Jun-21-2020 Confirmation #3153200617

Hilton Hotels & Resorts Confirmed <no [phone icon] 4.hilton.com>

Thu, Oct 24, 2019 at 3:56 PM

 **Join Hilton Honors** 
Get instant benefits by joining – for free.

 **Remember you earn even more points**
when you use your Hilton Honors American Express
Card on eligible Hilton purchases.
Terms apply

See you soon, '

Your reservation for Jun-21-2020 has been confirmed.

Confirmation #3153200617



Hilton Myrtle Beach Resort

10000 Beach Club Drive
 Myrtle Beach SC 29572-5304 US
[Maps & Directions >>](#)

 18434495000

21 SUN
JUN
Check In: 4:00 PM


3 Nights

24 WED
JUN
Check Out: 11:00 AM



[Add to Calendar](#)

Your Room Information

Guest Name: _____
Guests: 1 Adult
Rooms: 1
Room Plan: PARTIAL OCEANVW- 2 DBLBEDS



Upgrade your room for only **\$9** more a night.

UPGRADE ►

Your Rate Information

SC ASSOCIATION OF SC

Rate per night

Jun-21-2020 - Jun-24-2020

219.00 USD

Total for Stay per Room Rate

657.00 USD

Taxes

81.00 USD

Resort Charge

18.00 USD

Total price for Stay

756.00 USD



[Modify Your Reservation >>](#)



Your Stay Benefits



Explore Dining



Your On Site Amenities



Explore Neighborhood



UNAUTHORIZED PROCUREMENT

Date: 12-6-19
School/Department: Planning & Administration Dist. Office.
Employee: _____

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

Needed to reserve rooms for SCASA and the normal hotel was filled. I automatically made reservations with D.O. card to get the discounted rate before hotel was booked.
Have since taken D.O. card off hotel and reserved rooms under each attendant for conference

Disciplinary Actions: Supervisor Response:

A New Policy(s) enacted at SCASA IS conference in Myrtle Beach, SC. Discussed with hotels and will follow accordingly.

Corrective Actions to Prevent Reoccurrence (Appropriate Procedures):

Supervisor Response:

Advised contact and discussion with hotel regarding newly adopted Policy(s). Office incorporation of policies adhered.

Signatures: _____ Date: 12/6/19
Employee: _____ Date: 12/6/19
Supervisor: _____

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



MEMORANDUM

TO: Spring Hill High School
Principal, Spring Hill High School

FROM: Lynda Robinson, Coordinator of Purchasing Department

DATE: October 7, 2019

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 Flowers/Plant for Employee with Visa Card
- (E.) Purchased Items Shipped & Billed to 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. **A second violation by your school within a one-year period will result in the suspension of your card for thirty days.**

If you have any questions, please contact me at 803-476-8140.

Thank you in advance for your assistance in this matter.

Lynda Robinson
(w)
2/24/2020



Authorization for Visa Purchase

School/Department: Spring Hill High School

Requestor Name(Print) _____

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

Authorized Signature(s) _____

Signature of User _____	
Date of Purchase <u>1/29/19</u>	Place of Purchase <u>Lake Murray Flower Shop</u>
Charge of Accounts: Subject to Use Tax <input type="checkbox"/>	
734 271 6600000 1010 057	\$52.80
These funds were used for:	Total \$52.80
Flowers for Staff Member - Loss of Family Member <i>Employee</i>	



Lake Murray Flower Shoppe: New Order # 100006308

1 message

Lake Murray Flower Shoppe <no-reply@floranext.com>
Reply-To: lakemurrayflowershoppe@yahoo.com
To: I

Mon, Jul 29, 2019 at 1:01 PM



Thank you for your order
from Lake Murray Flower Shoppe!

Order Placed On:
July 29, 2019

	Qty	Subtotal
Green Plants	1	\$40.00
Dieffenbachia and Warneckii plants pictured. Price for each plant. Plants will vary by ...		
Product ID: 1622		
Subtotal		\$40.00
Delivery Charge		\$10.00
Tax		\$2.80
Grand Total		\$52.80

Order Details

Sender Information

Spring Hill High School

11629 Broad River Road
Chapin, South Carolina 29036
United States
803-476-8711

Delivery To

Delivery Date July 30, 2019

Card Message May you feel the love and support of your Spring Hill family during this difficult time.

Delivery Type Delivery

Payment Method Credit Card
Credit Card Type: Visa
Credit Card Number: xx

Lake Murray Flower Shoppe
111 Lexington Avenue Chapin SC 29036, 803-932-7001
lakemurrayflowershoppe@yahoo.com

UNAUTHORIZED PROCUREMENT

Date: 11-4-19
School/Department: SHHS
Employee: _____

Facts and Circumstances Surrounding the Act and Documentation that the Price Paid is Fair and Reasonable: **Employee:** I was asked to send flowers from the school to show our support during a time of need for an employee. I was unaware at the time that I could not use the school's procurement card to do so.

Disciplinary Actions: **Supervisor Response:**
None at this time - this was done prior to understanding that the account set up could not be used for this purpose.

Corrective Actions to Prevent Reoccurrence (Appropriate Procedures): **Supervisor Response:**
is aware that she cannot purchase flowers on the school's behalf using the procurement card.

Signatures: _____
Employee: _____ Date: 11-4-19
Supervisor: _____ Date: 11/5/19

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



MEMORANDUM

TO: _____, Spring Hill High School
_____, Spring Hill High School
_____, Chief Instructional Officer

FROM: Lynda Robinson, Coordinator of Purchasing Department 

DATE: September 13, 2019

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.) Last Year (2018) Invoices
- (E.) Purchased Flowers for Staff using 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.

Robinson
(L)
10/22/2019



district five
OF LEANINGTON & RICHLAND COUNTIES

Authorization for Visa Purchase

School/Department: Spring Hill High School

Requestor Name(Print) _____

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

Authorized Signature(s) _____

Signature of User _____	
Date of Purchase <u>7/17/19</u>	Place of Purchase <u>American Floral</u>
Charge of Accounts: Subject to Use Tax <input type="checkbox"/>	
<u>734 271 6600000 1010 057</u>	<u>\$82.82</u>
These funds were used for:	Total <u>\$82.82</u>
<u>Flowers for SHHS faculty who had death in family</u>	
<u>Employee</u>	

7/17/2019

Lexington/Richland School Dist. 5 Mail - American Floral: New Order # 100027844



American Floral: New Order # 100027844

1 message

American Floral <orders@floranext.com>
To: F

Wed, Jul 17, 2019 at 9:45 AM

Order #100027844

Thank you for your order from American Floral. If you have any questions about your order please contact us using the Contact Us link on our website or call us at 803-732-7950.
Your order confirmation is below. Thank you again for your business.

Billing Information:



Payment Method:

Credit Card
Credit Card Type: Visa
Credit Card Number: xxxx-
Name on the Card: A

Employee Address

Delivery Information:

Order Date:

Delivery Date: July 20, 2019
Delivery Type: Delivery

Item	SKU	Qty	Subtotal
Item Plant	takeorder	1	\$60.00
Subtotal			\$60.00
Delivery Charge			\$15.00
Tax			\$5.42
Service Charge			\$2.40
Grand Total			\$82.82

Card Message

Message:
May you feel the love and support of your Springhill Family

Thank you, American Floral

10/10/2019

Lexington/Richland School Dist. 5 Mail - Pupil Account



Pupil Account

5 messages

Wed, Aug 14, 2019 at 8:58 AM

SHHS would like to add a "Hospitality" pupil account. It would be used for monies donated by staff members to pay for things like flowers for a staff member's family member who has passed. It is strictly voluntary to participate.

Please let me know if you need further information.
Thank you,

Fri, Aug 16, 2019 at 12:34 PM

I have set up a modifier of 1090 in pupil activity for you to use. but it is called Faculty fund.

A

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

On Wed, Aug 14, 2019 at 8:59 AM Laura Johnson <ljohnso@lexrich5.org> wrote:

SHHS would like to add a "Hospitality" pupil account. It would be used for monies donated by staff members to pay for things like flowers for a staff member's family member who has passed. It is strictly voluntary to participate.

Please let me know if you need further information.
Thank you,

476-8714

Fri, Aug 16, 2019 at 12:35 PM

Thank you so much!

On Fri, Aug 16, 2019 at 12:35 PM Leann London <london@lexrich5.org> wrote:

I have set up a modifier of 1090 in pupil activity for you to use. but it is called Faculty fund.

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

On Wed, Aug 14, 2019 at 8:59 AM Laura Johnson <ljohnso@lexrich5.org> wrote:

SHHS would like to add a "Hospitality" pupil account. It would be used for monies donated by staff members to pay for things like flowers for a staff member's family member who has passed. It is strictly voluntary to participate.

Please let me know if you need further information.
Thank you,

Thu, Oct 10, 2019 at 10:50 AM

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

Date: Wed, Aug 14, 2019 at 8:59 AM

UNAUTHORIZED PROCUREMENT

Date: 10-11-19 (received in office on 10-9-19)
School/Department: Spring Hill High School
Employee: _____

Facts and Circumstances Surrounding the Act and Documentation that the Price Paid is Fair and Reasonable: Employee: I used the procurement card to send flowers to an employee to acknowledge a death in the family. The funeral was taking place in 3 days and was out of town. I was unaware that I could not use the procurement card for this purpose.

Disciplinary Actions: Supervisor Response: None at this time. A phone call was made to finance to clarify procedures. SHHS has a Faculty Fund account that was set up for this purpose. See attached. Our request to set up the account, and the account being set up, shows that we were unaware that we were violating procurement policy.

Corrective Actions to Prevent Reoccurrence (Appropriate Procedures): Supervisor Response: Finance directed us to speak to Chief of Instruction. We did so and are aware that the account set up cannot be used for such purpose. We are aware of one other purchase of flowers made before we received this notice that we are not allowed to use the procurement card.

Signatures: _____
Employee: _____ Date: 10-10-19
Supervisor: C _____ Date: 10/17/19

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



2nd Notice
10/29 Email sent

MEMORANDUM

TO: () y, Facilities Supervisor, Facilities Department
() , Facilities Department

FROM: Lynda Robinson, Coordinator of Purchasing Department *[Signature]*

DATE: September 24, 2019

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.) Lost Receipt – No replacement submitted
- (E.) Past Due Invoice – Paid 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.

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If you have any questions, please contact me at 803-476-8140.

Thank you in advance for your assistance in this matter.

Reviewed
[Signature]
2/26/2020

Information for Lost Receipt

Facilities Department

Visa

July 28, 2019 – August 27, 2019

Charge –

SCGov – DMV –

License Plate for New Vehicle

\$134.23

8/12/19

Per [redacted], he gave receipt to [redacted] in which [redacted] lost.

