



**School Board of Brevard County
Procurement & Distribution Services
Staff Commodity/Responsibility List**

2700 Judge Fran Jamieson Way, Pod 8, Room 802 Viera, FL 32940 Office: (321) 633-1000
www.brevardschools.org/site/Default.aspx?PageID=12510
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 Director of Procurement & Distribution Services
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 Ext. 11645

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 Procurement Manager
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 Senior Buyer
 Buyer Code: JANI
 Ext. 11571

Michelle Cherry
 Buyer II
 Buyer Code: MICH
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Jennifer Wells
 Buyer I
 Buyer Code: JENW
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Richer.Dawn@Brevardschools.org

Ellis.Janice@Brevardschools.org

Cherry.Cynthia@Brevardschools.org

Wells.Jennifer@Brevardschools.org

Board Agenda Approvals	1/2 Cent Sales Tax Projects	Actuary Services	Appliances	Bleacher Inspections
Employee Assistance Program	ABC Schools	Advertising	Auctioneer Services	Brevard After Care
Employee Benefits Consulting	Architectural Engineering	Auditor Services	Construction & CCNA (Back-up)	Café Refrigeration Equipment Repair
Impact Fees	Board Agenda Approval - Back-up	Auto & Truck Parts & Accessories	Consultant Agreements - All	Contractor Services- Electrical, Fencing, Plumbing, HVAC
Insurance Broker Services	Building Commissioning Services	Batteries (Auto) Alternators & Starters	Food (Pizza, Restaurants, Home Ec. & BAC)	Covered Walkways/Awnings
Policy & Procedures	Civil Engineering & Land Surveying	Bus Cameras, Accessories & Install	Food Services - Supplies & Equipment	Elevator Repairs & Inspections
Real Estate/Leases	Construction Management at Risk	Contract Administration (Back-up)	Food Services - Uniforms	Enrichment Program & 21st CCLC
Strategic Planning	Design Build	Custodial Supplies & Equipment	LP Gas	Exhaust/Hood Equipt Inspection & Clngr
Superintendent, Board & Legal	Envir. Health & Safety Engineering	Document Destruction	P-Card Administration (Back-up)	Floor Coverings- Materials & Install
Website Liaison (Primary)	Geotechnical & Materials Testing	Emergency Disaster Recovery Services	Physicals (CDL License - Bus Drivers)	Industrial Supplies/Hardware
April Terry Administrative Secretary Buyer Code: N/A Ext. 11645 Terry.April@Brevardschools.org	Impact Fees	Environmental Services	Rental Vehicles	Landscaping
	M/WBE Administration (Back-up)	ESE Agreements	Special Events, Tickets, Hotels & Workshops	Lawn Supplies, Equipment & Repair
	MEP Design	ESE Supplies & Equipment	Vending (Snack & Beverages)	Light Bulbs/Recycling of/Ballasts
	Multimedia System Design Services	Financial Services	Vendorlink (Back-up)	Maintenance Dept. Supplies/Tools/Locks
	P-Card Administration (Back-up)	Fire Alarm Systems		Modular Buildings/ Portables/ Sheds
Board Agenda Preparation	Permit Plan Review, Building Code, Inspections, Building Official Admin. & Fire Safety Services	Fire Extinguishers, Inspection, Testing		Painting, Plumbing, Roofing, Site Work
Budget for Department		Fire Water Based Suppression		Pest Control & Termite Bid
Critical Needs Requests		Fuel Bid		Playground Equip. & Install
Input Purchasing Requisitions	Roof/Building Envelope Evaluation	Game Officials		Postage & Postage Equipment
Maintain Purchasing Mailbox (Secondary)	Structural Engineering	M/WBE Administrator		Pwrd Telescoping Lift Maint., Repair & Inspection
Payroll	Telecom/Structured Cabling Designs	Motor Oils, Fluids, Lubricants & Additives		Scoreboards, Signs & Marquees
Property Inventory Contact	Test, Adjust & Balance Services	P-Card Administration (Back-up)		Student Services Agreements
Public Records Requests Contact		Physical & Occupational Therapy Services		Track Surfacing
Purchasing Card Reconciliation for Dept.		Shredding		Window Coverings, Doors & Cabinets
Receiving on Purchasing PO's		Special Education Materials, Supplies & Equipment		
Records Management Liaison		Translation Services		
Rolling Requisitions to PO (Back-up)		Transportation Dept. Supplies & Equip		
Vendor Records - Adding, Editing (Back-up)		Trash Hauling / Recycling Program		
		Vehicles - All/Forklifts/Golf Carts		



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Wil Henzmann, CPPB
Senior Buyer
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Candy Cottle
Buyer II
Buyer Code: CAND
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Buyer II
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AV Supplies & Equipment	Amazon Business Administrator	Bids waived materials for curriculum	Closing Purchase Orders
Career & Technical Education Programs	Art Supplies & Equipment	Books, Book Fairs, Library Books & Supplies	Critical Needs
Construction & CCNA (Back-up)	Athletic Supplies & Equipment	Copyrighted Materials	Input Purchasing Requisitions
Computers	Awards and Trophies	Curriculum Small ET Contracts	Maintain Purchase Mailbox (Primary)
Computer Peripherals	Charter Buses	Donations Reqs.	Primary Insurance Certificate Contact
Contract Administration (Primary)	Classroom Supplies & Equipment	Gift Cards Reqs.	Receive & Record bid submittals
Copiers & Maintenance	Family & Consumer Sciences	Licensing (Movie, Plays etc.)	Receiving on Purchasing PO's (Back-up)
Drug Testing	Field Trips	Magazines/Subscriptions	Rolling Requisitions to PO's (Primary)
Learning Management System	Flags and Flag Poles	Membership Dues	Vendor Records - Adding, Editing
Security Personnel, Law Enf. & Background	Flowers	Music Supplies & Equipment, Sheet Music	
Printers	Fundraisers (includes T-Shirts)	Music Related Services (DJ, Repair, Piano & Equip. Tuning)	
Intercom Systems	Furniture (All) & Shelving	Reimbursements and Refunds Reqs.	
Security Cameras & Low Voltage Installation	Globes/Maps	Rolling Readers	
Software Contracts	Health/ Medical/Dental Supplies, Equip.	Testing Services & Supplies	
Telephone Systems & Programming	Office Supplies & Equipment/Batteries	Virtual Instruction	
Temporary Personnel	P-Card Administration (Primary)	Student Pictures	
Two Way Radios and Repeaters	Print Shop Paper Supplies & Equip.	Student Planners	
VendorLink Administrator	Promotional Items	Surplus Textbook Disposal (Coordinator)	
Video Streaming	Research Laboratory Supplies	Student Graduation Items (Class Rings, Yearbooks, Etc.)	
Video/TV Studio	Science Supplies & Equipment	Textbook Adoptions - All	
Voice/Video/Data Cabling Installations	T-Shirts (Embroidered & Screen Printed)	Textbook Order Approvals - All	
Wireless Communications	Textbook (Back-up)	Textbook Order Training - All	
	Travel		
	Uniforms - All (Except for Food Service, See Website Liaison (Back-up)		