



**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](http://www.brevardschools.org/site/Default.aspx?PageID=12510)  
[purchase@brevardschools.org](mailto:purchase@brevardschools.org)



<b>Kristy Rodriguez, MBA, CPPO, CPPB</b> Director of Procurement & Distribution Services Buyer Code: KROD Ext. 11645 <a href="mailto:Rodriguez.Kristine@Brevardschools.org">Rodriguez.Kristine@Brevardschools.org</a>		<b>Dawn Richer, CPPB, FCPA</b> Procurement Manager Buyer Code: DAWN Ext. 11637 <a href="mailto:Richer.Dawn@Brevardschools.org">Richer.Dawn@Brevardschools.org</a>		<b>Janice Ellis, CPPB</b> Senior Buyer Buyer Code: JANI Ext. 11571 <a href="mailto:Ellis.Janice@Brevardschools.org">Ellis.Janice@Brevardschools.org</a>		<b>Nick Canjar</b> Buyer II Buyer Code: NICK Ext. 11630 <a href="mailto:Canjar.James@Brevardschools.org">Canjar.James@Brevardschools.org</a>		<b>Jennifer Wells</b> Buyer Buyer Code: JENW Ext. 11106 <a href="mailto:Wells.Jennifer@Brevardschools.org">Wells.Jennifer@Brevardschools.org</a>	
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	Café Refrigeration Equipment Repair	Consultant Agreements - All					
Impact Fees	Board Agenda Approval - Back-up	Contract Administration (Back-up)	Construction & CCNA (Back-up)	Contractor Services- Electrical, Fencing, Plumbing, HVAC					
Insurance Broker Services	Building Commissioning Services	Custodial Supplies & Equipment	Drivers Ed. Cars & Products	Covered Walkways/Awnings					
Policy & Procedures	Civil Engineering & Land Surveying	Document Destruction	Drug Testing	Elevator Repairs & Inspections					
Real Estate/Leases	Construction Management at Risk	Emergency Disaster Recovery Services	Exhaust/Hood Equipment Inspection & Cleaning	Enrichment Program & 21st CCLC					
Strategic Planning	Design Build	Environmental Services	Food (Pizza, Restaurants, Home Ec. & BAC)	Floor Coverings- Materials & Install					
Superintendent, Board & Legal	Envir. Health & Safety Engineering	ESE Agreements	Food Services - Supplies & Equipment	Industrial Supplies/Hardware					
Website Liaison (Primary)	Geotechnical & Materials Testing	ESE Supplies & Equipment	Food Services - Uniforms	Landscaping					
<b>April Terry</b> Administrative Secretary Buyer Code: N/A Ext. 11645 <a href="mailto:Terry.April@Brevardschools.org">Terry.April@Brevardschools.org</a>	Impact Fees	Financial Services	Furniture (All) & Shelving	Lawn Supplies, Equipment & Repair					
	M/WBE Administration (Back-up)	Fire Alarm Systems	LP Gas	Light Bulbs/Recycling of/Ballasts					
	MEP Design	Fire Extinguishers, Inspection, Testing	Modular Buildings/ Portables/ Sheds	Maintenance Dept. Supplies/Tools/Locks					
	Multimedia System Design Services	Fire Water Based Suppression	Office Supplies & Equipment/Batteries	Painting, Plumbing, Roofing, Site Work					
	P-Card Administration (Back-up)	Game Officials	P-Card Administration (Back-up)	Postage & Postage Equipment					
Board Agenda Preparation	Permit Plan Review, Building Code, Inspections, Building Official Admin. & Fire Safety Services	M/WBE Administrator	Physicals (CDL License - Bus Drivers)	Powered Telescoping Lift Maint., Repair & Inspection					
Budget for Department		P-Card Administration (Back-up)	Playground Equip. & Install	Window Coverings, Doors & Cabinets					
Critical Needs Requests		Pest Control & Termite Bid	Recycling Program						
Input Purchasing Requisitions	Roof/Building Envelope Evaluation	Physical & Occupational Therapy Services	Rental Vehicles						
Maintain Purchasing Mailbox (Secondary)	Structural Engineering	Special Education Materials, Supplies & Equipment	Scoreboards, Signs & Marquees						
Payroll	Telecom/Structured Cabling Designs	Translation Services	Shredding						
Property Inventory Contact	Test, Adjust & Balance Services		Track Surfacing						
Public Records Requests Contact			Trash Hauling						
Purchasing Card Reconciliation for Dept.			Vehicles/Forklifts/Golf Carts						
Receiving on Purchasing PO's			Vending (Snack & Beverages)						
Records Management Liaison			Vendorlink ( Back-up)						
Rolling Requisitions to PO (Back-up)									
Vendor Records - Adding, Editing (Back-up)									



**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](http://www.brevardschools.org/site/Default.aspx?PageID=12510)  
[purchase@brevardschools.org](mailto:purchase@brevardschools.org)



<b>Wil Henzmann, CPPB</b> Senior Buyer Buyer Code: WILH Ext. 11623  <a href="mailto:Henzmann.William@Brevardschools.org">Henzmann.William@Brevardschools.org</a>	<b>Candy Cottle</b> Buyer II Buyer Code: CAND Ext. 11635  <a href="mailto:Cottle.Candy@Brevardschools.org">Cottle.Candy@Brevardschools.org</a>	<b>Heidi Dotson</b> Buyer II Buyer Code: TXTB Ext. 11107  <a href="mailto:Dotson.Heidi@Brevardschools.org">Dotson.Heidi@Brevardschools.org</a>	<b>Kristina Bowen</b> Purchasing Clerk Buyer Code: N/A Ext. 11470  <a href="mailto:Bowen.Kristina@brevardschools.org">Bowen.Kristina@brevardschools.org</a>
---	---	---	--

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