



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

Office: (321) 633-1000

[Department Website](http://www.brevardschools.org)  
[purchase@brevardschools.org](mailto:purchase@brevardschools.org)



<b>Sean Hynes, CPPO, NIGP-CPP, CPPB</b>	<b>Wil Henzmann, NIGP-CPP, CPPB</b>	<b>Michelle Cherry</b>	<b>Heidi Dotson, CPPB</b>	<b>Triana Casteel</b>
<b>Director of Procurement &amp; Distribution</b>	<b>Sr. Procurement Agent</b>	<b>Sr. Procurement Agent</b>	<b>Sr. Procurement Agent</b>	<b>Procurement Agent II</b>
<b>Buyer Code: HYNS</b>	<b>Buyer Code: WILH</b>	<b>Buyer Code: MICH</b>	<b>Buyer Code: HDOT</b>	<b>Buyer Code: TRIA</b>
<b>Ext. 11645</b>	<b>Ext. 11623</b>	<b>Ext. 11630</b>	<b>Ext. 11107</b>	<b>Ext. 11627</b>
<a href="mailto:Hynes.Sean@Brevardschools.org">Hynes.Sean@Brevardschools.org</a>	<a href="mailto:Henzmann.William@Brevardschools.org">Henzmann.William@Brevardschools.org</a>	<a href="mailto:Cherry.Cynthia@Brevardschools.org">Cherry.Cynthia@Brevardschools.org</a>	<a href="mailto:Dotson.Heidi@Brevardschools.org">Dotson.Heidi@Brevardschools.org</a>	<a href="mailto:Casteel.Triana@Brevardschools.org">Casteel.Triana@Brevardschools.org</a>
Board Agenda Approvals	P-Card Administrator (Primary)	Appliances - All	1/2 Cent Sales Tax Projects	Art Supplies & Equipment
M/WBE Administration	Advertising & Marketing	ESE Agreements	Facilities - Architectural & Engineering	Athletics - Game Officials
Policy & Procedures	AV Supplies & Equipment	ESE Supplies & Equipment	Facilities - Building Code Admin. Svcs	Athletics - Supplies, Equipment & Fees
Protests	Career & Technical & Adult Ed	Food - All	Facilities - Building Commissioning	Athletics - Trainers
Strategic Planning	Computer Peripherals	Food Svcs - Supplies & Equipment	Facilities - Civil Engineering & Land Survey	Awards and Trophies
Superintendent, Board & Legal	Computers	Food Svcs - Uniforms	Facilities - Construction Management	Before & After School Programs
Website Liaison (Primary)	Copiers & Maintenance	Food Svcs - Vending (Snack & Beverages)	Facilities - Construction Project Auditing	Classroom Supplies & Equipment
	Learning Management System	Physical & Occupational Therapy Svcs	Facilities - Design Build	Drug Testing
	Printers	Special Ed. Materials, Supplies & Equip.	Facilities - Educational Facilities Plan Svcs	Family & Consumer Sciences
<b>Dawn Richer, CPPB</b>	Software Contracts	Student Svcs Agreements	Facilities - Envir. Health & Safety Engineer	Flags and Flag Poles
<b>Procurement Manager</b>	Telephone Systems & Programming	Student Services - Behavior, Psych & Mental	Facilities - General Contractor Svcs	Flowers
<b>Buyer Code: DAWN</b>	Two Way Radios and Repeaters	Student Svcs - JD Center	Facilities - Geotechnical & Materials Test.	Fundraisers (includes T-Shirts)
<b>Ext. 11637</b>	VendorLink Administrator	Student Svcs - ESE Agreements	Facilities - MEP and Fire Protection	Furniture (All) & Shelving
<a href="mailto:Richer.Dawn@Brevardschools.org">Richer.Dawn@Brevardschools.org</a>	Video Streaming	Student Svcs - ESE Program Support Supplies & Equipment	Facilities - Roof Renewal, Replacement	Globes/Maps
Board Agenda Approvals	Video/TV Studio	Student Svc - Physical & Occupational Therapy	Facilities - Structural Engineering	Health/ Medical/Dental Supplies, Equip.
Construction & CCNA (Back-up)	Wireless Communications	Student at Risk	Textbook (Back-Up)	Office Supplies & Equipment/Batteries
Employee Benefits & Risk Management		Student Services - Special Ed. Materials, Supplies & Equip.		Postage & Postage Equipment
Financial Svcs - Audit, Bank, Invest.		Student Services - Translation		Print Shop Paper Supplies & Equip.
P-Card Administrator (Secondary)		Temporary Personnel		Promotional Items
Policy & Procedures				Research Laboratory Supplies
Real Estate Broker				Science Supplies & Equipment
Security Personnel, Law Enf., Background				T-Shirts (Embroidered & Screen Printed)
State Lobbying Svcs				Uniforms - All (Except Food Service)
M/WBE Administration				
Website Liaison (Back-up)				



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<b>Nehmat Doughan</b>	<b>Laurie Chase</b>	<b>Meagan Mcconville</b>	<b>Latalia Weaver</b>	<b>Jessica Waldron</b>
<b>Administrative Secretary</b>	<b>Procurement Agent II</b>	<b>Procurement Agent II</b>	<b>Procurement Agent II</b>	<b>Procurement Agent II</b>
<b>Buyer Code: N/A</b>	<b>Buyer Code: LACH</b>	<b>Buyer Code: MEAM</b>	<b>Buyer Code: LATA</b>	<b>Buyer Code: TXBK</b>
<b>Ext. 11645</b>	<b>Ext. 11635</b>	<b>Ext. 11106</b>	<b>Ext. 11671</b>	<b>Ext. 11571</b>
<a href="mailto:Doughan.Nehmat@Brevardschools.org">Doughan.Nehmat@Brevardschools.org</a>	<a href="mailto:Chase.Laurie@Brevardschools.org">Chase.Laurie@Brevardschools.org</a>	<a href="mailto:Mcconville.Meagan@Brevardschools.org">Mcconville.Meagan@Brevardschools.org</a>	<a href="mailto:Weaver.Latalia@Brevardschools.org">Weaver.Latalia@Brevardschools.org</a>	<a href="mailto:Waldron.Jessica@Brevardschools.org">Waldron.Jessica@Brevardschools.org</a>
Board Agenda Preparation	Field Trips	Charter Buses	Access Control Systems	Amazon Business Administrator
Budget for Department	Hotels	Custodial Supplies & Equipment	Capital Funded Projects	Bids waived materials for curriculum
Critical Needs Requests	Independent Contractor Agreements consultants, performers, speakers, instructors and/or entertainers	EH&S - Fire Alarm, Extinguishers, Inspect. & Test	Capital Funded Vehicles/Equip.	Books, Book Fairs, Library Books
Input Purchasing Requisitions		EH&S - Fire Alarm Systems Install, Maint & Repairs	PO&M - Asphalt Const., Sealing & Striping	Copyrighted Materials
Maintain Purchasing Mailbox (Second)		EH&S - Pest Control	PO&M - Bleacher Repairs & Inspections	Curriculum Small ET Contracts
Payroll	Rental Vehicles	Emergency Disaster Response/Debris	PO&M - Boiler Repairs	Donations Reqs.
Property Inventory Contact	Special Events (DJ's, Rentals)	PO&M - Elevator Repairs & Inspections	PO&M - Covered Walkways/Awnings	Dues & Fees
Public Records Requests Contact	Travel	PO&M - Generators	PO&M - Floor Coverings, Repair & Install	Gift Cards
Purchasing Card Reconciliation for Dept.	Workshops	PO&M - Hood Equip Inspection & Cing	PO&M - Intercom Systems	Licensing (Movie, Plays etc.)
Receiving on Purchasing PO's		PO&M - Lawn Equip./Services/Weed	PO&M - Kitchen Refridge. Equip. & Repair	Magazines/Subscriptions
Records Management Liaison		PO&M - MRO - Equip./Parts/Tools	PO&M - Lift Stations	Music Related Svcs (Independent Contractors, Repair, Piano & Tuning)
Rolling Requisitions to PO (Back-up)		PO&M - Portables/Sheds	PO&M - Locksmith	Music Supplies & Equip., Sheet Music
Vendor Records (Back-up)		PO&M - Swimming Pool Service & Repair	PO&M - Masonrv	Reimbursements and Refunds Reqs.
		PO&M - Trash Compactor Svcs	PO&M - Playground Equip. & Install	Rolling Readers
		Physicals (CDL License - Bus Drivers)	PO&M - Scoreboards, Signs & Marquees	Student Grad. Class Rings, Diplomas
<b>Kristina Bowen</b>		Propane	PO&M - Sound Systems	Student Pictures
<b>Procurement Clerk</b>		Storm Shutters	PO&M - Track and Court Surfacing	Student Planners
<b>Buyer Code: N/A</b>		Transportation - Batteries (Auto)	PO&M - Trades (Electrical, Fencing, HVAC, Painting, Plumbing, Roofing, Sitework)	Student Yearbooks
<b>Ext. 11470</b>		Transportation - Bus Cameras, Parts, Etc.	Security Cameras & Low Voltage Install.	Surplus Disposal & Auctioneer Svcs
<a href="mailto:Bowen.Kristina@brevardschools.org">Bowen.Kristina@brevardschools.org</a>		Transportation - Diesel, Gasoline & Fuel	Voice/Video/Data Cabling Installations	Surplus Textbook Disposal (Coordinator)
Closing Purchase Orders		Transportation - Equipment/Parts/Tools		Testing Svcs & Supplies
Critical Needs		Transportation - Motor Oils, Fluids, Etc.		Textbook Adoptions - <b>All</b>
Input Purchasing Requisitions		Trash Hauling/Shredding/Recycling		Textbook Order Approvals - <b>All</b>
Maintain Purchase Mailbox (Primary)		Vehicles - All/Forklifts/Golf Carts		Textbook Order Training - <b>All</b>
Primary Insurance Certificate Contact				Tutoring - Including AVID Tutors
Receiving on Purchasing PO's (Back-up)				Virtual Instruction
Rolling Requisitions to PO's (Primary)				
Vendor Records - Adding, Editing				