



**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



Sean Hynes, CPPO, NIGP-CPP, CPPB	Wil Henzmann, NIGP-CPP, CPPB	Michelle Cherry	Heidi Dotson, CPPB	Triana Casteel
Director of Procurement & Distribution	Sr. Procurement Agent	Sr. Procurement Agent	Sr. Procurement Agent	Procurement Agent II
Buyer Code: HYNS	Buyer Code: WILH	Buyer Code: MICH	Buyer Code: HDOT	Buyer Code: TRIA
Ext. 11641	Ext. 11623	Ext. 11630	Ext. 11107	Ext. 11627
Rodriguez.Kristine@Brevardschools.org	Henzmann.William@Brevardschools.org	Cherry.Cynthia@Brevardschools.org	Dotson.Heidi@Brevardschools.org	Casteel.Triana@Brevardschools.org
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	Family & Consumer Sciences
Dawn Richer, CPPB	Software Contracts	Student Svcs Agreements	Facilities - Envir. Health & Safety	Flags and Flag Poles
Procurement Manager	Telephone Systems & Programming	Student Services - Behavior, Psych &	Facilities - General Contractor Svcs	Flowers
Buyer Code: DAWN	Two Way Radios and Repeaters	Student Svcs - JD Center	Facilities - Geotechnical & Materials	Fundraisers (includes T-Shirts)
Ext. 11637	VendorLink Administrator	Student Svcs - ESE Agreements	Facilities - MEP and Fire Protection	Furniture (All) & Shelving
Richer.Dawn@Brevardschools.org	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.,				T-Shirts (Embroidered & Screen Printed)
State Lobbying Svcs				Uniforms - All (Except Food Service)
M/WBE Administration				
Website Liaison (Back-up)				



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Nehmat Doughan	Laurie Chase	Meagan Mcconville	Latalia Weaver	Jessica Waldron
Administrative Secretary	Procurement Agent II	Procurement Agent II	Procurement Agent II	Procurement Agent II
Buyer Code: N/A	Buyer Code: LACH	Buyer Code: MEAM	Buyer Code: LATA	Buyer Code: TXBK
Ext. 11645	Ext. 11106	Ext. 11106	Ext. 11671	Ext. 11571
Doughan.Nehmat@Brevardschools.org	Chase.Laurie@Brevardschools.org	Mcconville.Meagan@Brevardschools.org	Weaver.Latalia@Brevardschools.org	Waldron.Jessica@Brevardschools.org
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 &	Gift Cards
Purchasing Card Reconciliation for	Workshops	PO&M - Hood Equip Inspection &	PO&M - Intercom Systems	Licensing (Movie, Plays etc.)
Receiving on Purchasing PO's		PO&M - Lawn Equip./Services/Weed	PO&M - Kitchen Refridge. Equip. &	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 &	PO&M - Masonry	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
Kristina Bowen		Propane	PO&M - Sound Systems	Student Pictures
Procurement Clerk		Storm Shutters	PO&M - Track and Court Surfacing	Student Planners
Buyer Code: N/A		Transportation - Batteries (Auto)	PO&M - Trades (Electrical, Fencing,	Student Yearbooks
Ext. 11470		Transportation - Bus Cameras, Parts, Etc.	HVAC, Painting, Plumbing, Roofing,	
Bowen.Kristina@brevardschools.org		Transportation - Diesel, Gasoline & Fuel	Security Cameras & Low Voltage Install.	Surplus Disposal & Auctioneer Svcs
Closing Purchase Orders		Transportation - Equipment/Parts/Tools	Voice/Video/Data Cabling Installations	Surplus Textbook Disposal
Critical Needs		Transportation - Motor Oils, Fluids, Etc.		Testing Svcs & Supplies
Input Purchasing Requisitions		Trash Hauling/Shredding/Recycling		Textbook Adoptions - All
Maintain Purchase Mailbox (Primary)		Vehicles - All/Forklifts/Golf Carts		Textbook Order Approvals - All
Primary Insurance Certificate Contact				Textbook Order Training - All
Receiving on Purchasing PO's (Back-up)				Tutoring - Including AVID Tutors
Rolling Requisitions to PO's (Primary)				Virtual Instruction
Vendor Records - Adding, Editing				