School Board of Brevard County
Procurement & Distribution Services
Staff Commodity/Responsibility List
Office: (321) 633-1000
Department Website
purchase@brevardschools.org

Kristy Rodriguez, MBA, NIGP-CPP, CPPO, 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: KROD	**Buyer Code: WILH**	**Buyer Code: MICH**	**Buyer Code: HDOT**	**Buyer Code: TRIA**
Ext. 11645	**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 - Contruction 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
Dawn Richer, CPPB	Software Contracts	Student Svcs Agreements	Facilities - Envir. Health & Safety Engineer	Flags and Flag Poles
Procurement Manager	Telephone Systems & Programming	Student Services - Behavior, Psych & Mental	Facilities - General Contractor Svcs	Flowers
Buyer Code: DAWN	Two Way Radios and Repeaters	Student Svcs - JD Center	Facilities - Geotechnical & Materials Test.	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., Background				T-Shirts (Embroidered & Screen Printed)Access Contro
State Lobbying Svcs				Uniforms - All (Except Food Service)

				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 Equipt Inspection & Clng	PO&M - Intercom Systems	
				Music Related Svcs (Independent Contractors, Repair, Piano & Tuning)
			PO&M - Trades (Electrical, Fencing, HVAC, Painting, Plumbing, Roofing, Sitework)	Student Planners
Ext. 11470		Transportation - Bus Cameras, Parts, Etc.		Student Yearbooks
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 (Coordinator)
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				

Updated 10/2/2023