

Purchasing, Warehouse & Property Management

Training Team

Skyward Purchasing Functions (All)	Staci Coppinger	(850) 488-7337	coppingers@leonschools.net
Skyward Warehouse Supply Ordering/Returns	Amy Wallace	(850) 717-2201	wallacea@leonschools.net
Skyward P-Card Training	Kristin Marschka	(850) 488-6431	marschkak@leonschools.net
P-Card Policy and Procedure Training	Nancy Scott	(850) 488-7428	scotttn@leonschools.net
Inventory Control Designee (ICD) Property Mgt. Training	Ernest Lane	(850) 922-0657	lane@leonschools.net

OnLine Resources

Bookkeeper's Resources	https://www.leonschools.net/Page/57926	
Contract Administration	https://www.leonschools.net/Page/58322	
Standard Services Contract (SSC)	https://www.leonschools.net/Page/4419	
Charter Bus Services	https://www.leonschools.net/Page/4404	
Supplemental Custodial Services	https://www.leonschools.net/Page/4403	

Policy & Procedure

Board Policy & Procedure Questions	June Kail	(850) 488-1206	kailj@leonschools.net
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Skyward Purchase Order Support

Requisition Entry Issues and Questions	Staci Coppinger	(850) 488-7337	coppingers@leonschools.net
	Nancy Scott	(850) 488-7428	scotttn@leonschools.net
Purchase Order Increase Requests	June Kail	(850) 488-1206	kailj@leonschools.net
Purchase Order Revision Requests - Decreases and Coding Corrections	Staci Coppinger	(850) 488-7337	coppingers@leonschools.net
	Nancy Scott	(850) 488-7428	scotttn@leonschools.net
Purchase Order Copy Requests	Michelle Castaneda	(850) 488-7338	castanedaa@leonschools.net
	Liz Houston	(850) 488-6156	houston@leonschools.net

Bids and Quotes			
Schools & Instructional Site Bid Support Work with the site to develop specifications, timeline, and contract, and submit the recommendation to the Board	June Kail	(850) 488-1206	kailj@leonschools.net
	Staci Coppinger	(850) 488-7337	coppingers@leonschools.net
Administrative Site Bid Support Work with the site to develop specifications, timeline, and contract, and submit the recommendation to the Board	June Kail	(850) 488-1206	kailj@leonschools.net
	Nancy Scott	(850) 488-7428	scotttn@leonschools.net
Purchases Exempt from Competitive Requirements			
As provided in Rule 6A-1.012 and FAC, F.S. 1010.04(4)(a) purchases may be made without requesting competitive proposals, bids for certain commodities and services.	June Kail	(850) 488-1206	kailj@leonschools.net
Schools & Instructional Sites Exemption Requests	Staci Coppinger	(850) 488-7337	coppingers@leonschools.net
Administrative Sites Exemption Requests	Nancy Scott	(850) 488-7428	scotttn@leonschools.net
Cooperative Contracting			
Utilizing an agreement awarded by another governmental agency, pool procurement, or procurement consortium.	June Kail	(850) 488-1206	kailj@leonschools.net
Schools & Instructional Sites	Staci Coppinger	(850) 488-7337	coppingers@leonschools.net
Administrative Sites	Nancy Scott	(850) 488-7428	scotttn@leonschools.net
Sole Source and Emergency Procurements			
Work with site on Sole Source justification; publicly post notice in accordance with Florida Statute 1010.04	June Kail	(850) 488-1206	kailj@leonschools.net
Schools & Instructional Sites	Staci Coppinger	(850) 488-7337	coppingers@leonschools.net
Administrative Sites	Nancy Scott	(850) 488-7428	scotttn@leonschools.net
Contract Administration			
All Vendor Contracts and Agreements	June Kail	(850) 488-1206	kailj@leonschools.net
Drafting & Reviewing, Facilitating Legal Review, Submitting Contracts to the Board			
Standard Services Contracts (SSC)	June Kail	(850) 488-1206	kailj@leonschools.net
	Liz Houston	(850) 488-6156	houstone@leonschools.net

Supplemental Custodial Services Submit Quotes for Review	June Kail	(850) 488-1206	kailj@leonschools.net
	Liz Houston	(850) 488-6156	houstonl@leonschools.net
School & Instructional Sites	Staci Coppinger	(850) 488-7337	coppingers@leonschools.net
Administrative/ Non-Instructional Sites	Nancy Scott	(850) 488-7428	scotttn@leonschools.net
Charter Bus Services Contracts Submit Quotes for Review	June Kail	(850) 488-1206	kailj@leonschools.net
	Staci Coppinger	(850) 488-7337	coppingers@leonschools.net
Food Truck Vendor Agreements	June Kail	(850) 488-1206	kailj@leonschools.net
	Liz Houston	(850) 488-6156	houstonl@leonschools.net
Vending Service Agreements	June Kail	(850) 488-1206	kailj@leonschools.net
	Liz Houston	(850) 488-6156	houstonl@leonschools.net
Facility Rental Agreements	June Kail	(850) 488-1206	kailj@leonschools.net
	Liz Houston	(850) 488-6156	houstonl@leonschools.net
Certificates of Liability Insurance	Liz Houston	(850) 488-6157	houstonl@leonschools.net
Copier Leases			
School and Instructional Sites	Staci Coppinger	(850) 488-7337	coppingers@leonschools.net
Administrative Sites	Nancy Scott	(850) 488-7428	scotttn@leonschools.net
P-Card Program			
Requests for New P-Card and Training	June Kail	(850) 488-1206	kailj@leonschools.net
	Kristin Marschka	(850) 488-6431	marschkak@leonschools.net
	Nancy Scott	(850) 488-7428	scotttn@leonschools.net
P-Card Transaction Questions and Coding Corrections	Kristin Marschka	(850) 488-6431	marschkak@leonschools.net
	Charlene Waltz	(850) 488-1439	waltzc@leonschools.net
P-Card Travel Requests/Hotel P-Card Authorizations	Liz Houston	(850) 488-6156	houstonl@leonschools.net
Fuel Card Program			
Requests for New Cards and All Inquiries	Kristin Marschka	(850) 488-6431	marschkak@leonschools.net

Cell Phones and Wireless Communication Devices			
Request for Cell Phones and all Inquiries	June Kail	(850) 488-1206	kailj@leonschools.net
	Liz Houston	(850) 488-6156	houstone@leonschools.net
White Fleet (Non-Bus) Vehicles			
Non-Bus, White-Fleet Vehicle Processing & Inventory	June Kail	(850) 488-1206	kailj@leonschools.net
	Ernest Lane	(850) 922-0659	lane@leonschools.net
Property Management			
Property Transfer/Pick-Up Requests Questions	Harriett Jones	(850) 922-0657	jonesh@leonschools.net
Textbook Pickups	Ernest Lane	(850) 922-0659	lane@leonschools.net
Submitting Property Transfer Forms	Harriett Jones	(850) 922-0657	propertymanagement@leonschools.net
Submitting Property Received Forms	Harriett Jones	(850) 922-0657	propertymanagement@leonschools.net
Request for Surplus Donations	Ernest Lane	(850) 922-0659	propertymanagement@leonschools.net
	Josh Cantrell	(850) 488-2727	propertymanagement@leonschools.net
GovDeals – Surplus sales	Josh Cantrell	(850) 488-2727	cantrellj@leonschools.net
Surplus Property Warehouse Schedule an Appointment	Josh Cantrell	(850) 488-2727	cantrellj@leonschools.net
Warehouse			
School Supply Orders and Questions	Rod Murphy	(850) 922-0657	murphy@leonschools.net
	Daniel Hazelton	(850) 922-0657	hazeltond@leonschools.net
School Supply Order Returns	Rod Murphy	(850) 922-0657	murphy@leonschools.net
	Amy Wallace	(850) 717-2202	wallacea@leonschools.net
Delivery of Back Pack Meals	Rod Murphy	(850) 922-0657	murphy@leonschools.net
	Daniel Hazelton	(850) 922-0657	hazeltond@leonschools.net
Smile Dental Equipment	Rod Murphy	(850) 922-0657	murphy@leonschools.net
	Daniel Hazelton	(850) 922-0657	hazeltond@leonschools.net

Central Mail Operations

In-County and Out-of County Mail	Ernest Lane	(850) 922-0659	lane@leonschools.net
	Rod Murphy	(850) 922-0657	murphy@leonschools.net
Certified Mail	Amy Wallace	(850) 717-2201	wallacea@leonschools.net
Processing of US Mail	Ernest Lane	(850) 922-0659	lane@leonschools.net
	Daniel Hazelton	(850) 922-0657	hazeltond@leonschools.net
Distribution of District Payroll	Ernest Lane	(850) 922-0659	lane@leonschools.net