Department Head Approval *: Willa Sloff

Executive Director Approval *:

* Above signatures reflect approval of the department's spreadsheet. Exceptions are to be noted individually in the spreadsheet.

Department	GA
Fund	(All)
Doc Type	PORD

Open Purchase Orders

Last refreshed: COB 1/3/2021

Sum of Amount		Fiscal Year	Mark with 'X'					
PO Number	Item Text	2020	Carry Forward	Dec. & Close / Release	Criminal Code	Justification	Dept. Head Approval (Y or N)	ED Approval (Y or N)
0003083751	LineItem# 00007 : GA: 14-RFP-22 Remote Records Storage	$10,815.54	X		2 - Germane to Contract	Contract has been extended through March 2021 until a new agreement for 20-RFP-23 can be signed.		
0003087016	LineItem# 00001 : PRISM Compliance Mgmt Soft Consult	$2,295.45	X		1 - Unforeseen Change			
0003095011	LineItem# 00012 : 17-RFP-23 Coffee Services 2020	$1,870.33		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003097104	LineItem# 00004 : Facilities: 17-425-12 Paper	$10,700.04		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003098930	LineItem# 00005 : 18-676-11 GA Pest Control 2020 MOE	$427.27		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00006 : 18-676-11 GA Pest Control 2020 Annex	$427.27		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003098944	LineItem# 00003 : Prescription Drug Take-Back Program	$29,960.69		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003101560	LineItem# 00003 : 18-401-11 Police Uniforms (2020)	$15,176.95		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003102446	LineItem# 00007 : 17-RFP-28R 2020 Fleet Mgt. Service	$9,346.55		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00008 : 17-RFP-28R 2020 Fleet Maint. & Repr.	$136,521.61		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00009 : 17-RFP-28R 2020 Fleet Fuel Charges	$27,368.56		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003102667	LineItem# 00003 : Exten Monthly Ser Veh Loc Sys (GSA) 202C	$5,842.05		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00004 : Exten Inst Veh Loc System (GSA) 202C	$4,380.75		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003103348	LineItem# 00002 : Federal Legislative Consulting 19-RFP-01	$21,070.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003103676	LineItem# 00008 : Bourg BDF Booklet Maker Parts/Supplies	$500.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00010 : Parts Bourg Spine Glue Machine	$500.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003103973	LineItem# 00001 : Sole Source AA F&D Study Consulting	$1,800.00	X		1 - Unforeseen Change	Additional services are required from this vendor in 2021.		
0003105251	LineItem# 00002 : Budget Office:Ivory & Blue Tabs Prf Fees	$0.01		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003105342	LineItem# 00002 : 19-RFP-08 2020 Lease Printing System	$4,587.18		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00008 : 19-RFP-08 2020 Maintenance Printing Syst	$14,916.01		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003105863	LineItem# 00007 : 20 Parts/Supplies-Pitney Bowes Mail Mach	$943.44		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003105864	LineItem# 00001 : 2019 STARCOM Radio/Eqpt Maint	$0.60		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003107425	LineItem# 00002 : 2020 Facilities: Other Elec. Items/Parts	$41.91		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003107817	LineItem# 00001 : GA Grainger Lot: Hardware	$4,160.81		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00002 : GA Grainger Lot: Electrical	$12.50		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003107842	LineItem# 00001 : Facilities: Common Areas Maint 2020	$59,715.46		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003107897	LineItem# 00001 : 2020 GA-Admin Services Office Supplies	$2,426.80		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00002 : 2020 GA-Public Affairs Office Supplies	$2,641.14		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00003 : 2020 GA-Diversity Office Supplies	$1,614.21		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003107920	LineItem# 00001 : GREASE TRAP CLEANING	$1,800.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003107938	LineItem# 00001 : Police: Criminal History Checks	$2,643.50		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003108185	LineItem# 00001 : MOBA Elevator Inspection	$480.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00002 : MOB Elevator Inspection	$240.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003109244	LineItem# 00001 : State Legis Consulting 20-RFP-01	$21,000.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		

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0003109289	LineItem# 00001 : State Legis Consulting 20-RFP-01	$21,000.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003109355	LineItem# 00001 : State Legis Consulting 20-RFP-01	$21,000.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003109629	LineItem# 00001 : State Legis Consulting 20-RFP-01	$21,000.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003109729	LineItem# 00002 : F&D 3 Ford Escape Hybrids AWD SUV's	$88,310.97		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003109871	LineItem# 00001 : F&D Gas Ford Police Intercep Utility	$191,880.00	X		1 - Unforeseen Change	Vehicles are scheduled to be delivered in 2021. Payment must be made against the 2021 budget.		
0003109873	LineItem# 00001 : F&D 1 Ford Transit T-250 Cargo Van	$35,145.93		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003110147	LineItem# 00001 : ED Office: Replacement Chairs	$1,395.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003110378	LineItem# 00001 : F&D 2020 Ford Expedition XL	$94,208.84		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003111088	LineItem# 00001 : E458050 Refill desk calendar 5 X 8	$9.09		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00002 : PM200-28 Yearly write on/wipe off	$165.06		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00003 : 70-950-05 Appt Book Weekly 8 1/2 X 11	$110.18		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00004 : E717-R50 Refill desk calendar 3 1/2 X 6	$4.53		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00005 : R17-00 Desk calendar Base 3 5/8 X 6	$3.54		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00006 : G1000-17 Monthly wall calendar 12 X 12	$76.16		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00007 : G250-00 Pocket Size appt book	$41.92		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00008 : G210-00 Appt Book Weekly	$5.98		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00009 : G450-00 Date Book Monthly	$100.80		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00010 : G400-00 Appt Book Monthly	$76.95		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00011 : E919-50 Refill desk calendar 3 X 3-3/4	$2.98		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003111162	LineItem# 00001 : Police Lieutenant Badges	$666.15		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003111231	LineItem# 00001 : Affrmtv Action Disparity Study 20-SS0-30	$70,000.00	X		2 - Germane to Contract	Contract is valid in 2021. This change order will move unspent funds from 2020 to 2021 to provide for disparity study services not utilized in 2020.		
0003111490	LineItem# 00001 : F&D 2021 Ford Explorer Base 4WD	$133,993.20	X		1 - Unforeseen Change	Vehicles are scheduled to be delivered in 2021. Payment must be made against the 2021 budget.		
0003111597	LineItem# 00001 : Police: LiveScan Fingerprint System	$21,544.00	X		1 - Unforeseen Change	Delivery of equipment to SWRP was not made until 1/5/21. Payment must be made against the 2021 budget.		
0003111601	LineItem# 00001 : #2 Standard Round Pencils	$1,700.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003111866	LineItem# 00001 : "Incident Reporting" ad	$1,295.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003111870	LineItem# 00001 : "Incident Reporting" ad	$2,482.20		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003111871	LineItem# 00001 : "Incident Reporting" ad	$2,267.14		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003111872	LineItem# 00001 : Llame 1-855-323-4801 Advertisement	$1,400.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003111876	LineItem# 00001 : "Incident Reporting" ad	$1,050.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0003111911	LineItem# 00001 : UV coating for 500 Budget Covers	$90.00	X		2 - Germane to Contract	This purchase order is for a 2021 expense. Purchase order should have been created using 2021 funds.		
0005001577	LineItem# 00020 : 17-614-11 2019 GrpD MOBA Elvtr Call Back	$64.78		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00019 : 17-614-11 2019 GrpD MOB Elevtr Call Back	$1,780.13		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0005001658	LineItem# 00003 : 20 17-689-12 GA Fleet Svcs to Ptrvnd	$6,332.63	X		2 - Germane to Contract	Contract has been extended through May 2021 until a new contract can be signed.		
0005001675	LineItem# 00005 : 18-416-11 Bldg Eng Svcs MOB	$168,661.98		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00006 : 18-416-11 Bldg Eng Svcs Annex	$121,320.93		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0005001696	LineItem# 00005 : 18-408-11 MOB Janitorial Svcs	$32,554.62	X		2 - Germane to Contract	Contract requires additional funding in 2021.		
	LineItem# 00006 : 18-408-11 Annex Janitorial Svcs	$21,936.37	X		2 - Germane to Contract	Contract requires additional funding in 2021.		

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PO Number	Item Text	2020						
0005001757	LineItem# 00001 : 20-419-12 2020 MOB Elevator Maint	$4,927.64		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00002 : 20-419-12 2020 MOBA Elevator Maint	$9,435.27		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008009291	LineItem# 00001 : Facilities:Open Order MOB Scavenger Svc.	$25.10		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008009299	LineItem# 00001 : PA: Graphics: General Art Supplies	$87.87		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008009474	LineItem# 00001 : PA: Bus Rentals	$2,500.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008009486	LineItem# 00001 : PA: Party Rental Items	$9,210.42		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008009496	LineItem# 00001 : PA: Laundry Services	$1,065.05		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008009509	LineItem# 00001 : PA: Photo Processing/Reproduction	$7,925.63		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008009511	LineItem# 00001 : Facilities: Acrylic Chair Mats	$309.60		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008009513	LineItem# 00001 : PA: Toner Cartridges	$1,000.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008009527	LineItem# 00001 : Fac: Open Order Wipes-Dispensers	$55.02		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008009528	LineItem# 00001 : Facilities:Open Order MOB Scavenger Svc.	$572.03		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008009529	LineItem# 00001 : PA: Catering	$7,000.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008009551	LineItem# 00001 : PA: Union Bug Printing	$1,046.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008009584	LineItem# 00001 : Intrepretation Services	$1,900.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00002 : Translation Services	$2,654.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008009586	LineItem# 00001 : Convenience Station Refrigerators - MOB	$442.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00004 : Convenience Station Microwaves - MOBA	$526.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00002 : Convenience Station Refrigerators - MOBA	$129.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00003 : Convenience Station Microwaves - MOB	$658.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008009589	LineItem# 00001 : Facilities: Messenger Service	$500.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008009604	LineItem# 00001 : Xante DP40 Envelope Printer Maintenance	$3,000.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00002 : Xante DP40 Envelope Printer Parts/Suppli	$4,011.60		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008009605	LineItem# 00001 : GA: Open Order Copier Toner Cartridges	$1,700.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008009609	LineItem# 00001 : Facilities:Open Order Locks-MOB	$700.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00002 : Facilities:Open Order Locks-ANNEX	$890.50		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008009613	LineItem# 00001 : PA: Packaged Drinking Water	$3,000.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008009615	LineItem# 00001 : PA: Boxed Lunches/Pastry Trays	$4,000.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00002 : HR: Lunch/Pastry Appropriation ONLY	$2,500.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008009620	LineItem# 00001 : PA: Graphics: Custom Framing	$5,000.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008009622	LineItem# 00001 : Facilities: Seasonal Plantings	$172.25		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008009625	LineItem# 00001 : Fac:Open Order Maint Kitchen Appl - MOB	$2,580.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00002 : Fac:Open Order Maint Kitchen Appl - SWRP	$1,283.69		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008009626	LineItem# 00001 : Used Fryer Oil Removal-MOB	$250.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00002 : Used Fryer Oil Removal-SWRP	$300.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008009636	LineItem# 00001 : Fac: Open Order Plate Service	$2,200.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008009639	LineItem# 00001 : Facil: Open Ord Serv Print Shop Eqpt	$5,950.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00002 : Facil: Maintain Paper Cutter Knives	$872.36		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00003 : Facil: Open Ord Print Shop Prts/Supplies	$1,933.50		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008009640	LineItem# 00003 : Interior Order Window Washing - MOBA	$545.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00002 : Interior Order Window Washing - MOB	$1,290.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008009649	LineItem# 00001 : Facilities: Opn Ordr Kitchn Exhaust MOB	$1,098.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
	LineItem# 00002 : Facilities: Opn Ordr Kitchn Exhaust SWRP	$1,098.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008009650	LineItem# 00003 : Annex Revolving, Side Doors	$500.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		

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0008009650	LineItem# 00002 : MOB Lobby, Board Room, WCC Doors	$60.77		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008009651	LineItem# 00001 : Police: Heavy Equipment Tow	$1,500.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008009652	LineItem# 00001 : Police: Towing (South)	$1,500.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008009653	LineItem# 00001 : Police: Towing (North)	$1,500.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008009655	LineItem# 00001 : Facilities:Open Order Mail Service	$1,114.30		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008009661	LineItem# 00001 : Police: Body Armor	$2,040.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008009663	LineItem# 00001 : PRINT SHOP Items and Compounds	$1,856.05		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008009678	LineItem# 00001 : PA: Graphics: General Art Supplies	$3,000.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008009679	LineItem# 00001 : PA: Camera cleaning & maintenance	$700.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008009688	LineItem# 00001 : PA: Plaques & Awards	$3,212.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008009691	LineItem# 00001 : Facilities:Open Order-Cafeteria Supplies	$3,000.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
0008009706	LineItem# 00001 : BOTTLED WATER/COOLER RENTAL	$546.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
J15090068	LineItem# 00001 : JOC-2nd Floor Paint & Carpet Replmnt-MOB	$9,769.00		X	3 - Best Interest of the District	Please reduce to reflect actual expenditures.		
J15090072	LineItem# 00001 : JOC-Remove/ReplceTwoCarrierChillers-MOBA	$5,000.00	X		1 - Unforeseen Change	There is still an outstanding issue from this project that needs to be corrected in 2021 before final payment can be made.		
Grand Total		$1,591,545.34						