

**SCHOOL BOARD OF BROWARD COUNTY, FL.**  
**INTERNAL FUNDS ACCOUNTING**

**STANDARD PRACTICE BULLETIN**

**I - 408**

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**CLASS JEWELRY**

**TOPICS IN BULLETIN:**

- I. GENERAL INFORMATION
- II. CLASS JEWELRY
- III. RECORDS TO BE RETAINED FOR AUDIT

**I. GENERAL INFORMATION**

In accordance with School Board Policy 3320, Purchasing Procedures, each individual school may handle the arrangements for the purchase of class jewelry by selecting a qualified vendor from the pool of recommended companies provided by the Purchasing Department.

- A. The Purchasing Department will solicit and evaluate the RFPs (Request for Proposal) from vendors and establish a pool of qualified companies. Award and ordering information will be provided for each of the companies in the pool.
- B. The school principal may choose any vendor from the recommended pool. The school principal may choose to have any or all qualified companies visit the school to show samples of the awarded items before making a choice of vendor.
- C. A "Confirmation of Services" letter will be completed by the principal and sent to the company chosen each school year. A sample of the letter is attached to the RFP.
- D. Schools will not be required to provide any information regarding their choice to the Purchasing Department.
- E. Each RFP will be valid for five years with an additional five-year renewal period.

**II. CLASS JEWELRY**

- A. Brochures, price lists and school literature inserts will be provided by the vendor.

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**II. CLASS JEWELRY (Continued)**

- B.** An appropriate number of showings will be scheduled at various times to allow students adequate opportunity to select and order.
- C.** The vendor will collect all payments from students and parents.
- D.** The vendor must provide a copy of the official receipt issued to any student to the school's bookkeeper within 24 hours of money collection.

**III. RECORDS TO BE RETAINED FOR AUDIT**

The following information and documents **MUST** be available and retained by the Bookkeeper for audit:

- A.** Copy of the RFP.
- B.** Copy of the "Confirmation of Services" letter.
- C.** Copy of all vendor-issued receipts.