

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

**STANDARD PRACTICE BULLETIN**

**I - 409**

**Page 1 of 2**

**CAPS AND GOWNS AND ANNOUNCEMENTS**

**TOPICS IN BULLETIN:**

- I. GENERAL INFORMATION**
- II. CAPS AND GOWNS**
- III. ANNOUNCEMENTS**
- IV. RECORDS TO BE RETAINED FOR AUDIT**

**I. GENERAL INFORMATION**

In accordance with School Board Policy 3320, each individual school may handle the arrangements for the rental or purchase of graduation caps and gowns and the purchase of graduation announcements 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 principal may choose to have any or all qualified companies visit the school to show samples of the awarded items.
- 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. CAPS AND GOWNS**

- A.** Caps and gowns may be rented or purchased from one of the qualified vendors listed on the list of recommended companies provided by the Purchasing Department.

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

**STANDARD PRACTICE BULLETIN**

**I - 409**

**Page 2 of 2**

**II. CAPS AND GOWNS (Continued)**

- B.** The company must provide a copy of the official receipt to the school's bookkeeper within 24 hours of any transaction (orders, payments and delivery) made directly with the students.
- C.** Gown color will be decided by the principal prior to the placement of orders.
- D.** Caps, gowns and any additional accessories will be shipped to the school for distribution to the students by a date specified by the principal.

**III. ANNOUNCEMENTS**

- A.** Announcements may be purchased from one of the qualified vendors listed on the list of recommended companies provided by the Purchasing Department.
- B.** The company must provide a copy of the official receipt to the school's bookkeeper within 24 hours of any transaction (orders, payments and delivery) made directly with the students.
- C.** The company will have announcements available for distribution to the students by a date specified by the principal.

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

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