

# Carroll County Government

## ***Additional Appropriation Worksheet – FY2013***

Appropriation for:

Carroll County Public Schools has received proceeds from the VPSA Qualified School Construction Bond Sale in the amount of \$14,818,293.03. The funds are to be utilized for Phase III Construction and Renovation. Funds are held in a SNAP account and will be drawn down as needed for payments on the construction project. The Carroll County School Board requests \$11,548.00 be appropriated in order to process payments as noted below.

Date Approved by Board of Supervisors:

*Revenue Source:*

Bond Issue VPSA – 4104010 \$11,548.00

*Expenditure line item to be adjusted (include account number):*

Phase III Construction – Facilities 66000

Direct Purchase Material

J.H. Pence \$5,100.00

J.H. Pence \$6,448.00

Expenditure Budget Adjustment made by: \_\_\_\_\_

Date: \_\_\_\_\_

# PURCHASE ORDER

## CARROLL COUNTY PUBLIC SCHOOLS

FINANCE DEPARTMENT  
605-9 PINE STREET  
HILLSVILLE, VA 24343

THIS ORDER NUMBER MUST APPEAR  
ON ALL PACKAGES, INVOICES, AND  
SHIPPING PAPERS.

PURCHASE  
ORDER NO. 13-38-0491

**INVOICE TO:** CARROLL COUNTY PUBLIC SCHOOLS  
FINANCE DEPARTMENT  
605-9 PINE STREET  
HILLSVILLE, VA 24343

**VENDOR** J. H. Pence Co.  
Attn: Tim Evans  
P.O. Box 868  
Roanoke, VA 24005  
phone: 540-951-1999 fax: 540-953-1118

**SHIP TO** Carroll County Public Schools  
Maintenance Department  
400 Virginia Street  
Hillsville, VA 24343  
phone: 276-728-2414

DATE 1/15/2013	DATE REQUIRED	F.O.B.	BID NO.	ST. CONTRACT NO.
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1. There can be no substitution, no increase in price, no change in quantity or specifications for the items ordered without written approval.
  2. All items ordered **MUST BE** invoiced on the same invoice and shipped in one shipment. There can be no back-ordered items; if any item is not available, strike it from this order and notify the person or office ordering the item(s).
  3. We reserve the right to cancel any order not received in thirty (30) days.
- THIS ORDER AUTHORIZED BY THE CARROLL COUNTY SCHOOL BOARD.**

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
		Labor and material to furnish and install 22 Penco	5,100.00	5,100.00
		Invincible II Lockers -- 18"x18"x72", single tier,		
		recessed cup handles, diamond perforated door		
		and side panels, no slope tops.		
		To be installed on existing concrete base at the		
		Carroll County High School Fieldhouse.		

FOR CENTRAL ACCOUNTING DEPARTMENT USE ONLY

Date paid 4/9/13 Check No. \_\_\_\_\_ Invoice No. 4609

SHIPPING CHARGES none  
INVOICE TOTAL 5,100.00

ACCOUNT TO BE CHARGED

Construction

OFFICE USE ONLY	FUND	PROJECT	COST CENTER	PROGRAM	FUNCTION	OBJECT
	3	000	900	000	64400	8100

Requested by Jake F. Vaughn Merchandise received and in good condition on 4/3/13 by Jake F. Vaughn **CARROLL COUNTY PUBLIC SCHOOLS**  
Approved by \_\_\_\_\_  
Funds available \_\_\_\_\_  
AUTHORIZED SIGNATURE (SUPERINTENDENT) Jim E. [Signature]

**J. H. Pence Company**  
**1334 8th St. S. W.**  
**Roanoke, Virginia 24015**

# Invoice

Date	3/18/2013
Invoice #	4609

**Bill To**  
 Carroll Co. Public Schools  
 605-9 Pine St.  
 Hillsville, Va 24343

**Ship To**  
 Carroll Co. H. S.  
 Hillsville, Va

P.O. No.	Terms	Rep	Due Date	Via	FOB	Project
13-38-0491	Net 30	TE	4/17/2013			

Description	Qty	Rate	Amount
Penco lockers	22	209.09091	4,600.00
JHP installation		500.00	500.00

<b>Sales Tax (5.0%)</b>	\$0.00
<b>Balance Due</b>	<b>\$5,100.00</b>

THANK YOU FOR YOUR BUSINESS

E-mail	Fax #	Phone #	Web Site
anita@jhpence.com	540-343-6823	540-343-2434	www.jhpence.com

**PO-1 FORM**  
**PURCHASES \$1,500 - \$29,999**  
 \*\*\* Complete PO-1 form and attach all written price quotes to PO-1 form \*\*\*  
 \$1,500-7,499 - Two (2) written or telephone price quotes required. Additional quotes are suggested.  
 \$7,500-\$29,999 - Three (3) written price quotes required. Additional quotes are suggested.

Description of item purchased: Labor and material to furnish and install 22 Penco Invincible II

Lockers at the CCHS Fieldhouse

Cost of Purchase: \$5,100.00

Recommended Supplier: J. H. Pence Co.

DATE	SUPPLIER CONTACTED	PERSON TALKED WITH	TELEPHONE NUMBER	PRICE
10/15/12	Red Hill Distributors	Craig Lane	800-803-8880	\$6,500.00
1/14/13	PHP Lockers	David Yarbrough	704-996-8192	\$6,495.00
1/12/13	J. H. Pence	Tim Evans	540-951-1999	\$5,100.00

Explanation of why bids were not taken or supplier not contacted: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Jake F. Vaughn  
 Signature of Employee Who Contacted Suppliers

1/15/12  
 Date

Approval of Supervisor  
 \_\_\_\_\_  
[Signature]  
 Signature of Superintendent or Designee

\_\_\_\_\_ Date  
1/14/13  
 Date

Approved  
 Not Approved

# PURCHASE ORDER

## CARROLL COUNTY PUBLIC SCHOOLS

FINANCE DEPARTMENT  
605-9 PINE STREET  
HILLSVILLE, VA 24343

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PURCHASE  
ORDER NO. 13412-0641

**INVOICE TO:** CARROLL COUNTY PUBLIC SCHOOLS  
FINANCE DEPARTMENT  
605-9 PINE STREET  
HILLSVILLE, VA 24343

**VENDOR** J.H. PENCE  
1334 BTH ST S.W.  
ROANOKE, VA 24015

**SHIP TO** CARROLL CO High School  
100 CAVE LANE  
HILLSVILLE, VA 24343

DATE	DATE REQUIRED	F.O.B.	BID NO.	ST. CONTRACT NO.
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- THIS ORDER AUTHORIZED BY THE CARROLL COUNTY SCHOOL BOARD.**

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
		SEE ATTACHED SPREADSHEET FOR FURNITURE IN NEW OFFICE / CONFERENCE ROOM		\$6,198.00
		Conference room 500		

FOR CENTRAL ACCOUNTING DEPARTMENT USE ONLY

SHIPPING CHARGES \$250.00

Date paid \_\_\_\_\_ Check No. \_\_\_\_\_ Invoice No. \_\_\_\_\_

INVOICE TOTAL \$6,448.00

ACCOUNT TO BE CHARGED

OFFICE USE ONLY	FUND	PROJECT	COST CENTER	PROGRAM	FUNCTION	OBJECT
	<u>3</u>	<u>000</u>	<u>321</u>	<u>00</u>	<u>6050</u>	<u>6000</u>

Requested by \_\_\_\_\_  
Approved by C. Simpson  
Funds available \_\_\_\_\_

Merchandise received and in good condition on  
5/7/13 by Spencer

**CARROLL COUNTY PUBLIC SCHOOLS**  
\_\_\_\_\_  
AUTHORIZED SIGNATURE  
(SUPERINTENDENT)

Location	Style #	Item #/Color	Description	Quantity	Price	
Conference Room-Guidance	67	Cherry	8' Conference Table	1	\$488.00	\$488.00
	67	PL36ELPBASE	Base-Cherry	1	Included	Included
	67	PLTABLEPGBLK	Powered Grommet	2	\$175.00	\$350.00
	96	7854BLK	Chairs	8	\$171.00	\$1,368
	67 C	Mahogany	Presentation Board	1	\$377.00	\$377.00
Mr. Hall/ Mr. Joyce	6 K	7350152	2-Drawer Lateral File	2	\$667.00	\$1,334.00
SRO	101 D	1265	Chair	1	\$186.00	\$186.00
	7 HH	7350589	Left Executive Hgt Return	1	\$786.00	\$786.00
	7 DD	7350480	Left Pedestal Desk	1	\$1,003.00	\$1,003.00
	E	1240	Chairs	2	\$153.00	\$306.00
						\$6,198.00
National Business Furniture			8' Rectangular Conf. Table	1	1349	1349
			Mesh back Conf. Chairs	8	559	4472
			2 Drawer Lateral Files	2	569	1138
			L Return Desk w/Bookcase	1	2495	2495
			High Back Leather Chair	1	289	289
			Guest Chairs	2	229	458
					10201	



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Description of item purchased: OFFICE FURNITURE FOR SRO, NEW CONFERENCE  
ROOMS, GUIDANCE CONFERENCE ROOM, + NEW OFFICES.

Cost of Purchase: \$6,198.00

Recommended Supplier: J.H. PENCE

DATE	SUPPLIER CONTACTED	PERSON TALKED WITH	TELEPHONE NUMBER	PRICE
1.	J.H. PENCE	DEBBIE		\$6,198.00
2.	NATIONAL BUS. FURNITURE	INTERNET		\$10,201.00
3.				

Explanation of why bids were not taken or supplier not contacted: \_\_\_\_\_

SEE ATTACHED SPREADSHEET FOR DETAILED PRICE LIST.

Clark Simpson  
 Signature of Employee Who Contacted Suppliers

2/28/13  
 Date

Approval of Supervisor  
[Signature]  
 Signature of Superintendent or Designee

Date  
3/11/13  
 Date

Approved  
 Not Approved