

**FORT SCOTT COMMUNITY COLLEGE**  
**Minutes of the Board of Trustees Meeting**  
**July 15, 2024**

**PRESENT:** Ronda Bailey, John Bartelsmeyer, Jim Fewins, Bryan Holt, Chad McKinnis (via Zoom until 5:40 pm), and Doug Ropp

**ALSO PRESENT:** Sara Sutton - Interim President, Juley McDaniel - Board Clerk, faculty, staff, community members

Chairman Holt called the meeting to order at 4:03 pm in the meeting rooms of the Ellis Fine Arts Center.

The meeting was opened with the Pledge of Allegiance.

**COMMENTS FROM THE CHAIR:** None.

**COMMENTS FROM THE PUBLIC:** None.

**FOUNDATION UPDATE:** Foundation Director Lindsay Hill provided an update of activities and progress in the Foundation. Mark Lewis, Kellye Barrows, and Katie Casper are serving as new board members, and Brian Comstock is serving as their new chair. Lindsay thanked Carolyn Sinn for all her help during the transition. She said she has been having tax credit conversations and planning for an alumni event over Labor Day weekend. A platform for the foundation is currently being sought, as the current website limits donations. J1 will allow a donor platform on the back end, but something on the front side is needed to collect donations.

**CONSENT AGENDA:**

A motion was made by Holt, seconded by Ropp, and carried by unanimous vote to move Consent agenda items E and F to be Item A under Action Items, and all other action items move one letter down.

A motion was made by Fewins, seconded by Bartelsmeyer, and carried by unanimous vote to approve the consent agenda as amended.

**DISCUSSION ITEMS:** A proposed travel policy was presented. The board is encouraged to review and make recommendations for revisions prior to it being put in as an action item for the August meeting. Would like for this to funnel into a travel policy for the institution as a whole.

**ACTION ITEMS:**

**A. Personnel Actions and Board Officer Items as moved from Consent Agenda**

A motion was made by Bartelsmeyer, seconded by Bailey, and carried by unanimous vote to approve Sue Henry as the MEP Administrative Liaison.

A motion was made by Bartelsmeyer, seconded by Fewins, and carried by unanimous vote to approve Cable Wareham as the Assistant Rodeo Coach.

A motion was made by Bartelsmeyer, seconded by Fewins, and carried by a 4-2 vote to approve Matt Glover as the Men's Basketball Head Coach. McKinnis and Ropp voted in opposition.

A motion was made by Bailey, seconded by Ropp, and carried by unanimous vote to approve Rory Chaplin's transition from Interim CTEC Director to Associate Dean of Career and Technical Education and Workforce Development.

A motion was made by Bartelsmeyer, seconded by Fewins, and carried by unanimous vote to approve Santos Manrique's transition from HEP Recruiter/Mentor and Dean of Crawford County Campuses to HEP Recruiter/Mentor.

A motion was made by Bartelsmeyer, seconded by Bailey, and carried by unanimous vote to approve Melissa Scott as the FSCC Board of Trustees Treasurer.

- B.** Resolution 2024 - 38: A motion was made by Bartelsmeyer seconded by Ropp, and carried by unanimous vote to approve the list of annual consortium memberships and dues for the 2024-25 year.
- C.** Resolution 2024 - 39: A motion was made by Ropp, seconded by Fewins, and carried by unanimous vote to rescind the approval elevator repair that was issued in June.
- D.** Resolution 2024 - 40: A motion was made by Ropp, seconded by Bartelsmeyer, and carried by unanimous vote to accept Option 1 from Berkley Life & Health for athletic insurance and catastrophic insurance from Mutual of Omaha, ensuring cheer is included in the men's sports.
- E.** Resolution 2024 - 41: A motion was made by Bartelsmeyer, seconded by Ropp, and carried by unanimous vote to approve the current coverage level for the flood insurance renewal.
- F.** Resolution 2024 - 42: A motion was made by Bailey, seconded by Ropp, and carried by unanimous vote to approve the revisions to Construction Trade Certificate and Associate in Applied Science Degree and the Criminal Justice Certificate as presented.
- G.** Resolution 2024 - 43: A motion was made by Bailey, seconded by Fewins, and carried by unanimous vote to approve the updated organizational chart.

**REPORTS:**

- **ADMINISTRATION** - The Board reviewed and heard updates from Academic Affairs, Student Services, Athletics, Finance and Operations, and the Interim President.

There was group discussion about how to evaluate employee and student satisfaction more frequently than once a year.

**ADJOURNMENT:** There being no further business to come before the Trustees, a motion to adjourn was made at 5:56 pm by Bartelsmeyer, seconded by Ropp, and carried by unanimous vote.

---

Chairman

---

Clerk

**FORT SCOTT COMMUNITY COLLEGE**  
**Minutes of the Special Board of Trustees Meeting**  
**August 8, 2024**

**PRESENT:** Ronda Bailey, John Bartelsmeyer, Bryan Holt, Chad McKinnis, and Doug Ropp

**ALSO PRESENT:** Sara Sutton-Interim President, Juley McDaniel-Board Clerk, staff, public

Chairman Holt called the meeting to order at 4:02 pm in Cleaver-Burris-Boileau Hall.

The meeting was opened with the Pledge of Allegiance and the reading of FSCC's Mission Statement.

**CONSENT AGENDA:** A motion was made by Bartelsmeyer, seconded by Ropp, and carried by unanimous vote to approve the consent agenda.

**DISCUSSION/REVIEW ITEMS**

A. In-Service Agenda: The Board reviewed the in-service agenda.

B. Substance Abuse Policy: The Board was provided the current and proposed Substance Abuse Policy, which will be presented for approval at the regular meeting on August 26.

**ACTION ITEMS:**

A. RESOLUTION 2024-44: APPROVAL OF REVENUE NEUTRAL RATE PUBLICATION AND HEARING DATE: A motion was made by Bartelsmeyer, seconded by Bailey, and carried by unanimous vote to publish and hold the revenue neutral rate hearing on August 26, 2024 at 4:00 pm for the 2024-25 year.

B. RESOLUTION 2024-45: APPROVAL OF BUDGET PUBLICATION AND HEARING DATE: A motion was made by Bartelsmeyer, seconded by Ropp, and carried by unanimous vote to publish and hold the budget hearing on August 26, 2024 at 4:00 pm for the 2024-25 year.

**ADJOURNMENT:** There being no further business to come before the Trustees, a motion to adjourn was made at 4:16 pm by Bartelsmeyer, seconded by Fewins, and carried by unanimous vote.

---

Chairman

---

Clerk

**FORT SCOTT COMMUNITY COLLEGE**  
**Minutes of the Special Board of Trustees Meeting #2**  
**August 8, 2024**

**PRESENT:** Ronda Bailey, John Bartelsmeyer, Bryan Holt, Chad McKinnis, and Doug Ropp

**ALSO PRESENT:** Sara Sutton-Interim President, Juley McDaniel-Board Clerk, staff, public

Chairman Holt called the meeting to order at 4:16 pm in Cleaver-Burris-Boileau Hall.

**EXECUTIVE SESSION:** A motion was made by Holt, seconded by Bartelsmeyer, and carried by unanimous vote to adjourn to executive session for 15 minutes beginning at 4:20 pm for the purpose of discussing non-elected personnel as it relates to discussion of identifiable information of non-elected personnel with action not expected to follow. The board invited KASB attorney Luke Sobba to join by phone.

**OPEN SESSION:** A motion was made by Bartelsmeyer, seconded by Ropp, and carried by unanimous vote to return to open session at 4:36 pm.

**ADJOURNMENT:** There being no further business to come before the Trustees, a motion to adjourn was made at 4:36 pm by Bartelsmeyer, seconded by McKinnis, and carried by unanimous vote.

---

Chairman

---

Clerk



Fort Scott Community College  
Purchase Orders Issued  
between 07/12/2024 to 08/21/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
AIRGAS MID-SOUT	07/30/2024	44482	71-7199-7020	STUDENT FEES	ANNUAL RENEWAL LEASE	77.50
						-----
						77.50
ALLEGIANT TECHN	07/15/2024	44380	11-7100-6310	FACILITIES AND	JULY 24/25 PHONE	3,550.00
ALLEGIANT TECHN	07/15/2024	44380	11-7100-6310	FACILITIES AND	AUGUST 24/25 PHONE	3,550.00
ALLEGIANT TECHN	07/15/2024	44380	11-7100-6310	FACILITIES AND	SEPTEMBER 24/25 PHONE	3,550.00
ALLEGIANT TECHN	07/15/2024	44380	11-7100-6310	FACILITIES AND	OCTOBER 24/25 PHONE	3,550.00
ALLEGIANT TECHN	07/15/2024	44380	11-7100-6310	FACILITIES AND	NOVEMBER 24/25 PHONE	3,550.00
ALLEGIANT TECHN	07/15/2024	44380	11-7100-6310	FACILITIES AND	DECEMBER 24/25 PHONE	3,550.00
ALLEGIANT TECHN	07/15/2024	44380	11-7100-6310	FACILITIES AND	JANUARY 24/25 PHONE	3,550.00
ALLEGIANT TECHN	07/15/2024	44380	11-7100-6310	FACILITIES AND	FEBRUARY 24/25 PHONE	3,550.00
ALLEGIANT TECHN	07/15/2024	44380	11-7100-6310	FACILITIES AND	MARCH 24/25 PHONE	3,550.00
ALLEGIANT TECHN	07/15/2024	44380	11-7100-6310	FACILITIES AND	APRIL 24/25 PHONE	3,550.00
ALLEGIANT TECHN	07/15/2024	44380	11-7100-6310	FACILITIES AND	MAY 24/25 PHONE	3,550.00
ALLEGIANT TECHN	07/15/2024	44380	11-7100-6310	FACILITIES AND	JUNE 24/25 PHONE	3,550.00
						-----
						42,600.00
AMAZON CAPITAL	07/15/2024	44379	25-2544-7010	HEP 2024-25	HEP Yr 4 Student Supplies	1,000.00
AMAZON CAPITAL	07/15/2024	44381	11-7100-7000	FACILITIES AND	FOAM HAND CLEANSER 18 BOTTLES	167.00
AMAZON CAPITAL	07/16/2024	44389	83-8383-7031	GREYHOUND/BOILE	H2ORANGE FLOOR CLEANER	185.80
AMAZON CAPITAL	07/18/2024	44412	11-7100-7030	FACILITIES AND	ERASER HERBICIDE 2.5 GAL	85.28
AMAZON CAPITAL	07/18/2024	44437	25-2543-6149	HEP YEAR 3	CREDIT FOR UNAVAILABLE ITEMS	65.51-
AMAZON CAPITAL	07/18/2024	44438	11-7100-7000	FACILITIES AND	CREDIT FOR SALES TAX CHARGED	13.76-
AMAZON CAPITAL	07/18/2024	44448	27-2719-7000	TITLE IV/SSS-YE	Orientation Supplies	782.59
AMAZON CAPITAL	07/23/2024	44454	11-7100-7030	FACILITIES AND	SNAPBACK FLOOR FINISH 4 GALLON	160.00
AMAZON CAPITAL	07/24/2024	44474	26-3814-7010	CAMP 2024-25	STUDENT SUPPLIES/ 4 SITES	1,033.20
AMAZON CAPITAL	07/24/2024	44474	26-3814-6150	CAMP 2024-25	OFFICE SUPPLIES	37.37
AMAZON CAPITAL	07/30/2024	44488	11-7100-7000	FACILITIES AND	VACUUM BAGS 10 PACK	150.00
AMAZON CAPITAL	07/30/2024	44512	11-5500-8500	GENERAL ATHLETI	CAMERA MOUNT	79.98
AMAZON CAPITAL	07/30/2024	44523	11-7100-7000	FACILITIES AND	DIAL HANDSOAP GALLON	73.92
AMAZON CAPITAL	07/30/2024	44524	83-8383-7000	GREYHOUND/BOILE	CAPACITOR	9.80
AMAZON CAPITAL	07/30/2024	44524	83-8383-7000	GREYHOUND/BOILE	15 AMP FUSE	30.15
AMAZON CAPITAL	08/01/2024	44543	83-8383-7000	GREYHOUND/BOILE	SANITARY NAPKIN RECEPTACLE	133.95
AMAZON CAPITAL	08/01/2024	44543	83-8383-7000	GREYHOUND/BOILE	URINAL SCREEN 50 PACK	97.98
AMAZON CAPITAL	08/02/2024	44553	11-7100-7000	FACILITIES AND	WALKING TRAIL LIGHT BULBS	339.80
AMAZON CAPITAL	08/07/2024	44590	83-8383-7031	GREYHOUND/BOILE	SPRAY BOTTLES FOR CLEANING-24	88.28
AMAZON CAPITAL	08/09/2024	44603	11-6800-1470	FOUNDATION	LED REPLACEMENT LIGHTS	779.80
AMAZON CAPITAL	08/09/2024	44604	83-8383-7000	GREYHOUND/BOILE	HAND DRYERS FOR RESTROOMS	1,536.36
AMAZON CAPITAL	08/09/2024	44606	11-6100-6050	PRESIDENT'S OFF	ADHESIVE HOOKS FOR BANNERS	37.77
AMAZON CAPITAL	08/09/2024	44606	11-6100-6050	PRESIDENT'S OFF	RUBBER DUCKS FOR INSERVICE	65.98
AMAZON CAPITAL	08/09/2024	44606	11-6100-6050	PRESIDENT'S OFF	SHEET PROTECTORS 50 PACK	23.60
AMAZON CAPITAL	08/09/2024	44610	11-6800-1470	FOUNDATION	2X2 CEILING TILES 10 PC	522.55
AMAZON CAPITAL	08/09/2024	44610	11-6800-1470	FOUNDATION	2X4 CEILING TILES	524.70
AMAZON CAPITAL	08/09/2024	44610	11-6800-1470	FOUNDATION	SINGLE WHITE RECEPTACLE	30.90
AMAZON CAPITAL	08/15/2024	44663	12-1215-7020	FT. SCOTT COSME	salon supplies and rollabouts	2,300.00
AMAZON CAPITAL	08/16/2024	44666	11-7100-7030	FACILITIES AND	2.5 gal Eraser for grounds	85.28

Fort Scott Community College  
Purchase Orders Issued  
between 07/12/2024 to 08/21/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
AMAZON CAPITAL	08/19/2024	44690	41-3010-8594	CARL PERKINS GR	PERKINS EQUIPMENT FY 25	1,437.96
AMAZON CAPITAL	08/21/2024	44726	11-7100-6480	FACILITIES AND	CONDENSER FAN FOR BAILEY HALL	290.00
AMAZON CAPITAL	08/21/2024	44726	83-8383-6480	GREYHOUND/BOILE	CONDENSER FAN BOILEAU HALL	290.00
AMAZON CAPITAL	08/21/2024	44741	11-7100-7000	FACILITIES AND	STANDARD HEX KEYS FOR DOORS	55.00
AMAZON CAPITAL	08/21/2024	44744	12-1744-7000	CDL	FOLDERS FOR CDL RECORDS	115.00
						12,470.73
ARKANSAS TECH U	07/16/2024	44405	26-3814-7010	CAMP 2024-25	BOOKS/BAH BLU MOO T01352742	123.55
ARKANSAS TECH U	08/21/2024	44722	26-3814-7010	CAMP 2024-25	BOOKS/NAWMU PAW T01353805	286.13
ARKANSAS TECH U	08/21/2024	44722	26-3814-7010	CAMP 2024-25	BOOKS/HEH KU SOE T01353824	286.13
ARKANSAS TECH U	08/21/2024	44722	26-3814-7010	CAMP 2024-25	BOOKS/BAH BLU MOO T01352742	96.08
ARKANSAS TECH U	08/21/2024	44722	26-3814-7010	CAMP 2024-25	BOOKS/MINKABYA LIN T01354611	96.08
						887.97
ASCENDIUM EDUCA	07/15/2024	44372	11-5200-6520	FINANCIAL AID	COHORT CATALYST-DELINQUENCY	247.50
ASCENDIUM EDUCA	07/15/2024	44372	11-5200-6520	FINANCIAL AID	COHORT CATALYST-FORBEARANCE	32.00
ASCENDIUM EDUCA	07/15/2024	44372	11-5200-6520	FINANCIAL AID	COHORT CATALYST-GRACE OUTREACH	6.00
ASCENDIUM EDUCA	07/15/2024	44374	11-5200-6520	FINANCIAL AID	24-25 COLLEGE COST METER FEE	1,050.00
ASCENDIUM EDUCA	08/07/2024	44587	11-5200-6520	FINANCIAL AID	COHORT CATALYST-DELINQUENCY	5.50
ASCENDIUM EDUCA	08/07/2024	44587	11-5200-6520	FINANCIAL AID	COHORT CATALYST-FORBEARANCE	2.00
ASCENDIUM EDUCA	08/07/2024	44587	11-5200-6520	FINANCIAL AID	COHORT CATALYST-GRACE	6.00
						1,349.00
AT&T	07/30/2024	44521	83-8384-6315	GREYHOUND LODGE	7/21-7/29 SERVICE	841.76
AT&T	07/30/2024	44521	11-7100-6310	FACILITIES AND	7/21-7/29 SERVICE	253.90
						1,095.66
AVALOS: ALMA MA	07/16/2024	44406	26-3814-6030	CAMP 2024-25	REIMBURSE EXPENSES T/M REV OKC	330.98
AVALOS: ALMA MA	07/16/2024	44406	26-3814-6643	CAMP 2024-25	T/M REVIEW OKC / SCCC	190.00
AVALOS: ALMA MA	08/07/2024	44583	26-3814-6643	CAMP 2024-25	JULY TUTOR/MENTOR SCCC	69.54
						590.52
B & H PHOTO VID	07/30/2024	44511	11-5500-8500	GENERAL ATHLETI	CAMERA CLAMP	77.76
B & H PHOTO VID	07/30/2024	44511	11-5500-8500	GENERAL ATHLETI	MAGIC ARM CAMERA BRACKET	112.00
						189.76
BENEFIT TECHNOL	08/19/2024	44682	11-6140-6642	HUMAN RESOURCES	Employee Navigator	1,200.00
						1,200.00
BRIGGS AUTO	08/01/2024	44535	11-6500-6460	LOGISTICS	Repair of small shuttle	1,000.00
						1,000.00

Fort Scott Community College  
Purchase Orders Issued  
between 07/12/2024 to 08/21/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
BROADWAY LUMBER	08/07/2024	44577	12-2601-7020	CONSTRUCTION TR	REBAR BUNDLE 150 PC	239.70
BROADWAY LUMBER	08/07/2024	44577	12-2601-7020	CONSTRUCTION TR	PVC TRIM	199.99
BROADWAY LUMBER	08/07/2024	44577	12-2601-7020	CONSTRUCTION TR	DELIVERY CHARGE	20.00
						459.69
BRYAN: KAE LANI	07/24/2024	44472	11-5545-6020	SOFTBALL	FUEL FOR TULSA TRIP 7/5/24	60.66
BRYAN: KAE LANI	07/24/2024	44472	11-5545-6020	SOFTBALL	FUEL FOR KC TRIP 7/13/24	20.01
BRYAN: KAE LANI	07/24/2024	44472	11-5545-6020	SOFTBALL	LUNCH FOR KC TRIP 7/13/24	19.19
						99.86
BUTLER COMMUNIT	07/30/2024	44520	11-5520-6010	VOLLEYBALL	ENTRY FEE FOR 8/17 SCRIMMAGE	75.00
						75.00
CANON FINANCIAL	07/18/2024	44440	12-1202-6150	HARLEY DAVIDSON	HARLEY B&W COPIER 7/20-8/19	52.50
CANON FINANCIAL	07/18/2024	44440	11-6600-6150	PRINT SHOP	B&W COPIER 7/20-8/19	45.00
CANON FINANCIAL	07/18/2024	44440	11-6600-6150	PRINT SHOP	PRINT SHOP COPIER 7/20-8/19	869.00
CANON FINANCIAL	08/16/2024	44674	11-6600-6150	PRINT SHOP	B&W COPIER 8/20-9/29	45.00
CANON FINANCIAL	08/16/2024	44674	11-6600-6150	PRINT SHOP	ACCESSORY COPIER 8/20-9/19	869.00
CANON FINANCIAL	08/16/2024	44674	12-1202-6150	HARLEY DAVIDSON	B&W COPIER 8/20-9/19	52.50
						1,933.00
CANTWELL: DAWSO	07/24/2024	44471	11-5525-6020	BASEBALL	LUNCH 6/13 ARKANSAS	11.52
CANTWELL: DAWSO	07/24/2024	44471	11-5525-6020	BASEBALL	LUNCH 6/14/24 ARKANSAS	9.61
CANTWELL: DAWSO	07/24/2024	44471	11-5525-6020	BASEBALL	LUNCH 6/15/24 ARKANSAS	7.33
CANTWELL: DAWSO	07/24/2024	44471	11-5525-6020	BASEBALL	DINNER 6/15/24 ARKANSAS	9.54
CANTWELL: DAWSO	07/24/2024	44471	11-5525-6020	BASEBALL	LUNCH 6/21/24 KC	5.26
CANTWELL: DAWSO	07/24/2024	44471	11-5525-6020	BASEBALL	DINNER 6/21/24 KC	11.07
CANTWELL: DAWSO	07/24/2024	44471	11-5525-6020	BASEBALL	FUEL 6/23/24 PLEASANTON	49.46
CANTWELL: DAWSO	07/24/2024	44471	11-5525-6020	BASEBALL	BREAKFAST 6/24/24 OKLAHOMA	2.93
CANTWELL: DAWSO	07/24/2024	44471	11-5525-6020	BASEBALL	LUNCH 6/24/24 OKLAHOMA	5.48
CANTWELL: DAWSO	07/24/2024	44471	11-5525-6020	BASEBALL	DINNER 6/24/24 OKLAHOMA	10.58
CANTWELL: DAWSO	07/24/2024	44471	11-5525-6020	BASEBALL	HOTEL 6/24/24 OKLAHOMA	86.65
CANTWELL: DAWSO	07/24/2024	44471	11-5525-6020	BASEBALL	LUNCH 6/25/24 OKLAHOMA	7.41
CANTWELL: DAWSO	07/24/2024	44471	11-5525-6020	BASEBALL	DINNER 6/25/24 OKLAHOMA	10.29
CANTWELL: DAWSO	07/24/2024	44471	11-5525-6020	BASEBALL	WATER/DRINKS 6/28 OKLAHOMA	8.54
CANTWELL: DAWSO	07/24/2024	44471	11-5525-6020	BASEBALL	LUNCH 6/28/24 OKLAHOMA	9.04
CANTWELL: DAWSO	07/24/2024	44471	11-5525-6020	BASEBALL	DINNER 6/28/24 OKLAHOMA	14.27
CANTWELL: DAWSO	07/24/2024	44471	11-5525-6020	BASEBALL	HOTEL 6/28/24 OKLAHOMA	72.92
CANTWELL: DAWSO	07/24/2024	44471	11-5525-6020	BASEBALL	LUNCH 6/29/24 OKLAHOMA	9.77
CANTWELL: DAWSO	07/24/2024	44471	11-5525-6020	BASEBALL	DINNER 6/29/24 OKLAHOMA	13.89
CANTWELL: DAWSO	08/13/2024	44626	11-5525-6020	BASEBALL	REIMBURSEMENT FOR MEAL 7/8/24	14.02
						369.58

Fort Scott Community College  
Purchase Orders Issued  
between 07/12/2024 to 08/21/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
CAPITAL ONE/WAL	07/15/2024	44383	11-6850-7000	GORDON PARKS CE	Receipt Book, Mailing Lables,	100.00
CAPITAL ONE/WAL	07/16/2024	44400	25-2544-7010	HEP 2024-25	HEP Yr 4 Student Supplies	1,000.00
CAPITAL ONE/WAL	07/23/2024	44453	11-6400-7000	MIS DEPARTMENT	motor oil for FSCC minivan	19.92
CAPITAL ONE/WAL	07/30/2024	44486	11-5520-7000	VOLLEYBALL	FLOOR MARKING TAPE AND FOLDERS	50.00
CAPITAL ONE/WAL	07/30/2024	44492	12-1235-7000	NURSING	Nursing Orientation	50.00
CAPITAL ONE/WAL	08/05/2024	44559	11-1129-7020	PAOLA	KITCHEN/LOUNGE ITEMS	74.81
CAPITAL ONE/WAL	08/07/2024	44591	83-8383-7031	GREYHOUND/BOILE	SHOWER CURTAINS AND RINGS	506.41
CAPITAL ONE/WAL	08/08/2024	44594	81-8100-8588	BOOKSTORE	food and beverage restock	250.00
CAPITAL ONE/WAL	08/13/2024	44617	27-2719-7000	TITLE IV/SSS-YE	Office/wkshp supplies	365.23
CAPITAL ONE/WAL	08/13/2024	44639	83-8383-7000	GREYHOUND/BOILE	SHOWER CURTAIN LINERS	107.80
CAPITAL ONE/WAL	08/16/2024	44672	11-7100-6460	FACILITIES AND	BATTERY FOR MAINTENANCE TRUCK	69.74
CAPITAL ONE/WAL	08/19/2024	44705	11-5520-6010	VOLLEYBALL	BREAKFAST FOOD-SCRIMMAGE 8/17	75.00
CAPITAL ONE/WAL	08/19/2024	44714	11-4200-6050	ACADEMIC ADMINI	Inservice Supplies	150.00
CAPITAL ONE/WAL	08/21/2024	44736	71-7199-7020	STUDENT FEES	WATER AND LAB MATERIALS	50.00
CAPITAL ONE/WAL	08/21/2024	44740	11-5515-1471	BASKETBALL-WOME	SUPPLIES FOR CONCESSIONS	149.72
						3,018.63
CATYC	08/13/2024	44640	11-6100-6270	PRESIDENT'S OFF	24-25 ACCREDITATION DUES	125.00
CATYC	08/13/2024	44640	11-6100-6270	PRESIDENT'S OFF	ADDITIONAL SITE DUES	200.00
						325.00
CDW GOVERNMENT	07/15/2024	44382	11-6400-7000	MIS DEPARTMENT	Additional for PO 44168	25.00
CDW GOVERNMENT	07/16/2024	44392	11-6400-6650	MIS DEPARTMENT	Fortinet Coterm (Custom)	4,330.26
						4,355.26
Chaplin: Rory	07/23/2024	44459	11-7100-7000	FACILITIES AND	REIMBURSEMENT-OCR COMPLIANCE	21.32
						21.32
CITY OF FORT SC	08/01/2024	44537	11-7100-6320	FACILITIES AND	BURKE ST WATER 6/13-7/13	101.82
CITY OF FORT SC	08/01/2024	44537	83-8387-6320	GARRISON APARTM	GARRISON WATER 6/13-7/13	94.33
CITY OF FORT SC	08/01/2024	44537	11-7100-6320	FACILITIES AND	BALLFIELD WATER 6/13-7/13	47.89
CITY OF FORT SC	08/01/2024	44537	11-7100-6320	FACILITIES AND	BAILEY HALL WATER 6/13-7/13	134.50
CITY OF FORT SC	08/01/2024	44537	11-7100-6320	FACILITIES AND	S OF W FOUNTAIN WATER6/13-7/13	121.35
CITY OF FORT SC	08/01/2024	44537	11-7100-6320	FACILITIES AND	NE CORNER ADMIN WATER6/13-7/13	59.73
CITY OF FORT SC	08/01/2024	44537	11-7100-6320	FACILITIES AND	MAINTENANCE WATER 6/13-7/13	54.82
CITY OF FORT SC	08/01/2024	44537	11-7100-6320	FACILITIES AND	W SIDE BOILEAU WATER 6/13-7/13	135.66
CITY OF FORT SC	08/01/2024	44537	11-7100-6320	FACILITIES AND	S OF ELLIS WATER 6/13-7/13	108.31
CITY OF FORT SC	08/01/2024	44537	11-7100-6320	FACILITIES AND	METER #7 WATER 6/13-7/13	54.81
CITY OF FORT SC	08/01/2024	44537	83-8384-6320	GREYHOUND LODGE	LODGE WATER 6/13-7/13	713.32
CITY OF FORT SC	08/01/2024	44537	12-1206-6320	JOHN DEERE PROG	JOHNDEERE WATER 6/13-7/13	78.30
CITY OF FORT SC	08/01/2024	44537	12-2603-6320	WELDING-FT SCOT	WELDING WATER 6/13-7/13	61.35
CITY OF FORT SC	08/01/2024	44537	11-7100-6320	FACILITIES AND	HILL ST WATER 6/13-7/13	70.47
						1,836.66

Fort Scott Community College  
Purchase Orders Issued  
between 07/12/2024 to 08/21/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
CITY OF FRONTEN	08/07/2024	44574	12-1202-6320	HARLEY DAVIDSON	AUGUST WATER BILL	68.74
						68.74
CITY OF PITTSBU	07/30/2024	44525	12-1216-6320	PITTSBURG COSME	FINAL WATER BILL	22.03
						22.03
Community Found	07/30/2024	44526	31-6800-4110	FOUNDATION	REFUND OF UNUSED GRANT FUNDS	822.50
						822.50
CONLEY SPRINKLE	08/02/2024	44551	11-7100-6510	FACILITIES AND	ANNUAL FIRE SPRINKLER INSPECT	1,440.00
						1,440.00
CURTIS: TRACY L	07/16/2024	44407	26-3814-6643	CAMP 2024-25	TUTOR/MENTOR REVIEW OKC OPSU	34.00
						34.00
D&J GLASS	08/21/2024	44728	83-8387-6480	GARRISON APARTM	WINDOW GLASS REPLACEMENT	175.00
						175.00
DE MATEO: MARCO	08/13/2024	44622	37-3961-6030	IOWA PROJECT-11	IA PROJ-MARCOS D-JULY 2024	773.00
						773.00
DODGE CITY COMM	08/13/2024	44648	25-2544-6645	HEP 2024-25	HEP Yr4 Aug. '24 Site Payment	1,500.00
						1,500.00
DOYLE: ROBERT	07/23/2024	44465	11-1000-6260	INSTRUCTION	R Doyle July Conference	845.00
						845.00
DUROSSETTE'S TI	08/19/2024	44691	11-6500-6460	LOGISTICS	2 tires for van 14	400.00
						400.00
ECOLAB FOOD SAF	07/18/2024	44413	84-8400-6510	FOODSERVICE/DIN	DISHWASHER HEATER RENT-JULY	107.73
ECOLAB FOOD SAF	07/18/2024	44413	84-8400-6510	FOODSERVICE/DIN	DISHWASHER HEATER RENT-AUGUST	107.73
ECOLAB FOOD SAF	07/18/2024	44413	84-8400-6510	FOODSERVICE/DIN	DISHWASHER HEATER RENT-SEPT	107.73
ECOLAB FOOD SAF	07/18/2024	44413	84-8400-6510	FOODSERVICE/DIN	DISHWASHER HEATER RENT-OCTOBER	107.73
ECOLAB FOOD SAF	07/18/2024	44413	84-8400-6510	FOODSERVICE/DIN	DISHWASHER HEATER RENT-NOV	107.73
ECOLAB FOOD SAF	07/18/2024	44413	84-8400-6510	FOODSERVICE/DIN	DISHWASHER HEATER RENT-DEC	107.73
ECOLAB FOOD SAF	07/18/2024	44413	84-8400-6510	FOODSERVICE/DIN	DISHWASHER HEATER RENT-JANUARY	107.73
ECOLAB FOOD SAF	07/18/2024	44413	84-8400-6510	FOODSERVICE/DIN	DISHWASHER HEATER RENT-FEB	107.73

Fort Scott Community College  
Purchase Orders Issued  
between 07/12/2024 to 08/21/2024

Vendor Name	PO	Date	PO #	Account #	Description	Description	Amount
ECOLAB FOOD SAF	07/18/2024	44413	84-8400-6510	FOODSERVICE/DIN	DISHWASHER HEATER RENT-MARCH		107.73
ECOLAB FOOD SAF	07/18/2024	44413	84-8400-6510	FOODSERVICE/DIN	DISHWASHER HEATER RENT-APRIL		107.73
ECOLAB FOOD SAF	07/18/2024	44413	84-8400-6510	FOODSERVICE/DIN	DISHWASHER HEATER RENT-MAY		107.73
ECOLAB FOOD SAF	07/18/2024	44413	84-8400-6510	FOODSERVICE/DIN	DISHWASHER HEATER RENT-JUNE		107.73
ECOLAB FOOD SAF	08/02/2024	44548	84-8400-6510	FOODSERVICE/DIN	JULY DISHWASHER RENT		280.00
ECOLAB FOOD SAF	08/02/2024	44548	84-8400-6510	FOODSERVICE/DIN	AUGUST DISHWASHER RENT		280.00
ECOLAB FOOD SAF	08/02/2024	44548	84-8400-6510	FOODSERVICE/DIN	SEPTEMBER DISHWASHER RENT		280.00
ECOLAB FOOD SAF	08/02/2024	44548	84-8400-6510	FOODSERVICE/DIN	OCTOBER DISHWASHER RENT		280.00
ECOLAB FOOD SAF	08/02/2024	44548	84-8400-6510	FOODSERVICE/DIN	NOVEMBER DISHWASHER RENT		280.00
ECOLAB FOOD SAF	08/02/2024	44548	84-8400-6510	FOODSERVICE/DIN	DECEMBER DISHWASHER RENT		280.00
ECOLAB FOOD SAF	08/02/2024	44548	84-8400-6510	FOODSERVICE/DIN	JANUARY DISHWASHER RENT		280.00
ECOLAB FOOD SAF	08/02/2024	44548	84-8400-6510	FOODSERVICE/DIN	FEBRUARY DISHWASHER RENT		280.00
ECOLAB FOOD SAF	08/02/2024	44548	84-8400-6510	FOODSERVICE/DIN	MARCH DISHWASHER RENT		280.00
ECOLAB FOOD SAF	08/02/2024	44548	84-8400-6510	FOODSERVICE/DIN	APRIL DISHWASHER RENT		280.00
ECOLAB FOOD SAF	08/02/2024	44548	84-8400-6510	FOODSERVICE/DIN	MAY DISHWASHER RENT		280.00
ECOLAB FOOD SAF	08/02/2024	44548	84-8400-6510	FOODSERVICE/DIN	JUNE DISHWASHER RENT		280.00
							4,652.76
ESSDACK	08/21/2024	44725	12-1202-6030	HARLEY DAVIDSON	Recruitment-Expo		450.00
							450.00
EVERGY	07/18/2024	44429	83-8387-6340	GARRISON APARTM	GARRISON APT 1,4,8 6/6-7/8		249.66
EVERGY	07/18/2024	44429	83-8387-6340	GARRISON APARTM	GARRISON APT 9 6/6-7/8		101.20
EVERGY	07/18/2024	44429	83-8387-6340	GARRISON APARTM	GARRISON APT 6,10 6/6-7/8		210.29
EVERGY	07/18/2024	44429	83-8387-6340	GARRISON APARTM	GARRISON APT 5 6/6-7/8		156.06
EVERGY	07/18/2024	44429	83-8387-6340	GARRISON APARTM	GARRISON APT 3 6/6-7/8		55.81
EVERGY	07/18/2024	44429	83-8387-6340	GARRISON APARTM	GARRISON APT 7 6/6-7/8		42.92
EVERGY	07/18/2024	44429	83-8387-6340	GARRISON APARTM	GARRISON APT 2 6/6-7/8		60.76
EVERGY	07/18/2024	44430	11-7100-6340	FACILITIES AND	2108 HORTON ELLIS 6/6-7/8		1,421.96
EVERGY	07/18/2024	44430	11-7100-6340	FACILITIES AND	810 BURKE ST 6/6-7/8		580.01
EVERGY	07/18/2024	44431	83-8384-6340	GREYHOUND LODGE	701 N NATIONAL 6/6-7/8		1,448.52
EVERGY	07/18/2024	44431	11-7100-6340	FACILITIES AND	805 N NATIONAL 6/6-7/8		.15
EVERGY	07/18/2024	44431	11-7100-6340	FACILITIES AND	16 S HILL 6/5-7/7		.79
EVERGY	07/18/2024	44431	12-1206-6340	JOHN DEERE PROG	2212 HUNTINGTON SAL 6/6-7/8		1.35
EVERGY	07/18/2024	44431	11-7100-6340	FACILITIES AND	2108 HORTON RODEO 6/6-7/8		129.08
EVERGY	07/18/2024	44431	11-7100-6340	FACILITIES AND	18TH & HORTON-LIONS 6/6-7/8		10.04
EVERGY	07/18/2024	44431	12-1202-6340	HARLEY DAVIDSON	274 INDUSTRIAL DR 6/6-7/8		300.21
EVERGY	07/18/2024	44431	11-7100-6340	FACILITIES AND	18TH & HORTON 6/6-7/8		37.86
EVERGY	07/18/2024	44431	11-7100-6340	FACILITIES AND	2108 HORTON 6/6-7/8		6,473.40
EVERGY	07/18/2024	44431	11-7100-6340	FACILITIES AND	14 S HILL 6/6-7/8		13.59
EVERGY	07/18/2024	44432	83-8385-6340	SYCAMORE GROVE	401 10TH APT 5 FINAL BILL		20.11
EVERGY	07/18/2024	44432	83-8385-6340	SYCAMORE GROVE	932 HOLBROOK APT 2 FINAL BILL		23.36
EVERGY	07/18/2024	44433	12-2603-6340	WELDING-FT SCOT	2212 HUNTINGTON 6/5-7/5		91.14
EVERGY	07/18/2024	44433	83-8385-6340	SYCAMORE GROVE	401 10TH APT 3 FINAL BILL		35.02
EVERGY	07/18/2024	44433	83-8385-6340	SYCAMORE GROVE	401 10TH APT 7 FINAL BILL		45.55
EVERGY	07/18/2024	44433	83-8385-6340	SYCAMORE GROVE	920 HOLBROOK APT 2 FINAL BILL		28.11

Fort Scott Community College  
Purchase Orders Issued  
between 07/12/2024 to 08/21/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
EVERGY	07/18/2024	44433	83-8385-6340	SYCAMORE GROVE	401 10TH APT 8 FINAL BILL	46.82
EVERGY	07/18/2024	44433	83-8385-6340	SYCAMORE GROVE	920 HOLBROOK APT 5 FINAL BILL	81.44
EVERGY	07/18/2024	44433	83-8385-6340	SYCAMORE GROVE	920 HOLBROOK APT 6 FINAL BILL	44.83
EVERGY	07/18/2024	44433	12-1206-6340	JOHN DEERE PROG	2212 HUNTINGTON 2 6/5-7/5	754.51
EVERGY	07/18/2024	44433	83-8385-6340	SYCAMORE GROVE	401 10TH APT 2 FINAL BILL	22.73
EVERGY	07/18/2024	44433	83-8385-6340	SYCAMORE GROVE	924 HOLBROOK APT 4 FINAL BILL	35.12
EVERGY	07/18/2024	44433	83-8385-6340	SYCAMORE GROVE	401 10TH APT 6 FINAL BILL	39.32
EVERGY	07/18/2024	44433	83-8385-6340	SYCAMORE GROVE	920 HOLBROOK APT 4 FINAL BILL	25.73
EVERGY	07/18/2024	44433	83-8385-6340	SYCAMORE GROVE	401 10TH APT 1 FINAL BILL	51.98
EVERGY	07/18/2024	44433	83-8385-6340	SYCAMORE GROVE	920 HOLBROOK APT 3 FINAL BILL	31.86
EVERGY	07/18/2024	44433	83-8385-6340	SYCAMORE GROVE	401 10TH APT 4 FINAL BILL	36.51
EVERGY	07/18/2024	44433	83-8385-6340	SYCAMORE GROVE	920 HOLBROOK APT 7 FINAL BILL	26.51
EVERGY	07/18/2024	44433	83-8385-6340	SYCAMORE GROVE	920 HOLBROOK APT 8 FINAL BILL	51.31
EVERGY	07/18/2024	44434	83-8385-6340	SYCAMORE GROVE	920 HOLBROOK APT 1 FINAL BILL	32.63
EVERGY	07/18/2024	44435	12-1216-6340	PITTSBURG COSME	FINAL BILL	177.50
EVERGY	08/19/2024	44685	83-8387-6340	GARRISON APARTM	GARRISON APT 1,4,8 ELECTRIC	228.00
EVERGY	08/19/2024	44685	83-8387-6340	GARRISON APARTM	GARRISON APT 2 ELECTRIC	52.19
EVERGY	08/19/2024	44685	83-8387-6340	GARRISON APARTM	GARRISON APT 3 ELECTRIC	52.86
EVERGY	08/19/2024	44685	83-8387-6340	GARRISON APARTM	GARRISON APT 5 ELECTRIC	160.32
EVERGY	08/19/2024	44685	83-8387-6340	GARRISON APARTM	GARRISON APT 6,10 ELECTRIC	189.70
EVERGY	08/19/2024	44685	83-8387-6340	GARRISON APARTM	GARRISON APT 7 ELECTRIC	65.20
EVERGY	08/19/2024	44685	83-8387-6340	GARRISON APARTM	GARRISON APT 9 ELECTRIC	103.11
EVERGY	08/19/2024	44686	11-7100-6340	FACILITIES AND	BURKE ST ELECTRIC 7/8-8/6	2,661.33
EVERGY	08/19/2024	44686	11-7100-6340	FACILITIES AND	ELLIS FAC ELECTRIC 7/8-8/6	5,556.15
EVERGY	08/19/2024	44687	83-8384-6340	GREYHOUND LODGE	LODGE ELECTRIC 7/8-8/6	1,665.41
EVERGY	08/19/2024	44687	12-1202-6340	HARLEY DAVIDSON	HARLEY ELECTRIC 7/8-8/6	1,147.16
EVERGY	08/19/2024	44687	12-1206-6340	JOHN DEERE PROG	JOHN DEERE ELECTRIC 7/8-8/6	69.01
EVERGY	08/19/2024	44687	11-7100-6340	FACILITIES AND	14 S HILL ST ELECTRIC 7/8-8/6	155.65
EVERGY	08/19/2024	44687	11-7100-6340	FACILITIES AND	16 S HILL ELECTRIC 7/8-8/6	28.03
EVERGY	08/19/2024	44687	11-7100-6340	FACILITIES AND	SOFTBALL ELECTRIC 7/8-8/6	33.08
EVERGY	08/19/2024	44687	11-7100-6340	FACILITIES AND	MAIN CAMPUS ELECTRIC 7/8-8/6	23,427.74
EVERGY	08/19/2024	44687	11-7100-6340	FACILITIES AND	18TH/HORTON ELECTRIC 7/8-8/6	65.80
EVERGY	08/19/2024	44687	11-7100-6340	FACILITIES AND	LIONS FIELD ELECTRIC 7/8-8/6	47.15
EVERGY	08/19/2024	44687	11-7100-6340	FACILITIES AND	RODEO ELECTRIC 7/8-8/6	261.48
EVERGY	08/19/2024	44687	11-7100-6340	FACILITIES AND	BILLBOARD ELECTRIC 7/8-8/6	34.10
EVERGY	08/19/2024	44687	11-7100-6340	FACILITIES AND	1801 ELECTRIC 7/8-8/6	44.23
EVERGY	08/19/2024	44688	12-1206-6340	JOHN DEERE PROG	JD SHOP ELECTRIC 7/5-8/5/24	815.70
EVERGY	08/19/2024	44688	12-2603-6340	WELDING-FT SCOT	WELDING SHOP ELECTRIC 7/5-8/5	114.06
						49,973.21
FED EX GROUND	07/30/2024	44497	25-2543-6150	HEP YEAR 3	hep shipping 7-17-24	11.36
FED EX GROUND	07/30/2024	44497	25-2543-6150	HEP YEAR 3	6-17	22.17
FED EX GROUND	07/30/2024	44497	25-2543-6150	HEP YEAR 3	6-17	6.77
FED EX GROUND	07/30/2024	44497	25-2543-6150	HEP YEAR 3	6-17	13.22
FED EX GROUND	07/30/2024	44497	25-2543-6150	HEP YEAR 3	6-17	13.22
FED EX GROUND	07/30/2024	44497	25-2543-6150	HEP YEAR 3	6-17	19.85
FED EX GROUND	07/30/2024	44497	25-2543-6150	HEP YEAR 3	6-17	19.85

Fort Scott Community College  
Purchase Orders Issued  
between 07/12/2024 to 08/21/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
FED EX GROUND	07/30/2024	44497	25-2543-6150	HEP YEAR 3	6-17	16.59
FED EX GROUND	07/30/2024	44497	25-2543-6150	HEP YEAR 3	7-17	51.48
FED EX GROUND	07/30/2024	44498	25-2543-6150	HEP YEAR 3	hep shipping 6-3-24	11.33
FED EX GROUND	07/30/2024	44499	81-8100-6150	BOOKSTORE	Idea 6-05-24	6.40
FED EX GROUND	07/30/2024	44499	81-8100-6150	BOOKSTORE	Idea 6-11-24	10.75
FED EX GROUND	07/30/2024	44499	25-2543-6150	HEP YEAR 3	Hep shipping 6-13-24	18.78
FED EX GROUND	08/02/2024	44549	25-2543-6150	HEP YEAR 3	shipping 7-17	11.36
FED EX GROUND	08/02/2024	44549	25-2543-6150	HEP YEAR 3	shipping 7-23	6.77
FED EX GROUND	08/02/2024	44549	25-2543-6150	HEP YEAR 3	shipping 7-23	6.77
FED EX GROUND	08/02/2024	44549	25-2543-6150	HEP YEAR 3	shipping 7-23	6.77
FED EX GROUND	08/02/2024	44550	25-3813-6150	CAMP YEAR 3	shipping 7-25	24.50
FED EX GROUND	08/15/2024	44655	81-8100-6150	BOOKSTORE	idea 7-30	13.19
FED EX GROUND	08/15/2024	44655	81-8100-6150	BOOKSTORE	shipping 7-24	13.72
FED EX GROUND	08/15/2024	44655	81-8100-6150	BOOKSTORE	7-24	13.72
FED EX GROUND	08/15/2024	44655	81-8100-6150	BOOKSTORE	7-24	13.48
FED EX GROUND	08/15/2024	44656	81-8100-6150	BOOKSTORE	idea 7-29	16.35
FED EX GROUND	08/15/2024	44656	81-8100-6150	BOOKSTORE	Ided 7-31	18.03
FED EX GROUND	08/15/2024	44656	25-2543-6150	HEP YEAR 3	8-1	12.36
FED EX GROUND	08/21/2024	44733	25-2543-6150	HEP YEAR 3	shipping 7-31	14.06
FED EX GROUND	08/21/2024	44733	25-2543-6150	HEP YEAR 3	shipping 7-31	14.56
FED EX GROUND	08/21/2024	44733	81-8100-6150	BOOKSTORE	idea shipping 7-31	13.06
FED EX GROUND	08/21/2024	44733	25-2543-6150	HEP YEAR 3	shipping 8-2	22.12
FED EX GROUND	08/21/2024	44733	25-2543-6150	HEP YEAR 3	shipping 8-2	11.76
FED EX GROUND	08/21/2024	44733	81-8100-6150	BOOKSTORE	idea shipping 8-2	22.93
FED EX GROUND	08/21/2024	44734	81-8100-6150	BOOKSTORE	shipping 8-12	12.25
						489.53
FIVE CORNERS MI	08/07/2024	44576	11-7100-7250	FACILITIES AND	7/2/24 FUEL CHARGE	29.18
FIVE CORNERS MI	08/07/2024	44576	11-7100-7250	FACILITIES AND	7/8/24 FUEL CHARGE	57.17
FIVE CORNERS MI	08/07/2024	44576	11-7100-7250	FACILITIES AND	7/11/24 FUEL CHARGE	30.49
FIVE CORNERS MI	08/07/2024	44576	11-7100-7250	FACILITIES AND	7/15/24 FUEL CHARGE	55.12
FIVE CORNERS MI	08/07/2024	44576	11-7100-7250	FACILITIES AND	7/18/24 FUEL CHARGE	63.71
FIVE CORNERS MI	08/07/2024	44576	11-7100-7250	FACILITIES AND	7/23/24 FUEL CHARGE	94.43
						330.10
FORMS ONE	07/18/2024	44449	27-2719-7000	TITLE IV/SSS-YE	Orientation Supplies	4,050.96
FORMS ONE	08/06/2024	44566	27-2719-7000	TITLE IV/SSS-YE	Orientation Supplies	1,232.00
						5,282.96
FORT SCOTT CHAM	08/13/2024	44643	11-5350-7000	ADMISSIONS	E BLAST-BUSINESS EXPO	10.00
						10.00
FORT SCOTT TRIB	08/09/2024	44602	11-6300-6140	MARKETING/DIGIT	Welcome Back Week Insert Speci	364.03
FORT SCOTT TRIB	08/19/2024	44710	11-6200-6190	BUSINESS OFFICE	BUDGET SUMMARY PUBLISHING	306.00



Fort Scott Community College  
Purchase Orders Issued  
between 07/12/2024 to 08/21/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
FORT SCOTT TRIB	08/21/2024	44720	11-6100-6820	PRESIDENT'S OFF	ANNUAL SUBSCRIPTION 24-25	72.00
FORT SCOTT TRIB	08/21/2024	44721	11-6200-6190	BUSINESS OFFICE	BUDGET SUMMARY #2	306.00
FORT SCOTT TRIB	08/21/2024	44731	11-6200-6190	BUSINESS OFFICE	DUMPTRUCK BIDS	25.50
						1,073.53
FSCC BOOKSTORE	08/05/2024	44561	71-1144-7300	ADM./ACTIVITY S	Accidental to student bills	131.28
FSCC BOOKSTORE	08/05/2024	44561	71-1144-7300	ADM./ACTIVITY S	Accidental to student bills	138.55
FSCC BOOKSTORE	08/05/2024	44561	71-1144-7300	ADM./ACTIVITY S	Accidental to student bills	1,524.25
						1,794.08
FSCC PETTY CASH	07/30/2024	44505	11-5530-6010	RODEO	NWOSU RODEO ENTRY AND SUPPLY	1,200.00
FSCC PETTY CASH	07/30/2024	44506	11-5530-6010	RODEO	OSU RODEO ENTRY AND SUPPLY	1,200.00
FSCC PETTY CASH	07/30/2024	44507	11-5530-6010	RODEO	SEOSU RODEO ENTRY AND SUPPLY	1,200.00
FSCC PETTY CASH	07/30/2024	44508	11-5530-6010	RODEO	COLBY RODEO ENTRY FEE AND SUPP	1,200.00
FSCC PETTY CASH	07/30/2024	44509	11-5530-6010	RODEO	KSU RODEO ENTRY FEE AND SUPPLY	1,200.00
						6,000.00
FSCC PRINT SHOP	07/24/2024	44466	11-6850-6150	GORDON PARKS CE	Print Tickets for Celebration	200.00
FSCC PRINT SHOP	07/30/2024	44490	11-6850-6150	GORDON PARKS CE	postage of celebration letters	250.00
FSCC PRINT SHOP	07/30/2024	44491	11-6850-6150	GORDON PARKS CE	Print Letters for Celebration	200.00
FSCC PRINT SHOP	08/05/2024	44558	11-5350-6150	ADMISSIONS	Viewbooks	2,160.00
FSCC PRINT SHOP	08/05/2024	44563	11-1197-6150	SPEECH/DRAMA/TH	June 2024 Print Shop/Supplies	7.50
FSCC PRINT SHOP	08/05/2024	44563	11-4200-6150	ACADEMIC ADMINI	June 2024 Print Shop/Supplies	1.50
FSCC PRINT SHOP	08/05/2024	44563	11-5000-6150	STUDENT SERVICE	June 2024 Print Shop/Supplies	10.00
FSCC PRINT SHOP	08/05/2024	44563	11-5300-6150	REGISTRAR	June 2024 Print Shop/Supplies	2.00
FSCC PRINT SHOP	08/05/2024	44563	11-5300-6150	REGISTRAR	June 2024 Print Shop/Supplies	73.50
FSCC PRINT SHOP	08/05/2024	44563	11-5500-6150	GENERAL ATHLETI	June 2024 Print Shop/Supplies	2.50
FSCC PRINT SHOP	08/05/2024	44563	11-5500-6150	GENERAL ATHLETI	June 2024 Print Shop/Supplies	1.00
FSCC PRINT SHOP	08/05/2024	44563	11-5530-6150	RODEO	June 2024 Print Shop/Supplies	3.50
FSCC PRINT SHOP	08/05/2024	44563	11-5530-6150	RODEO	June 2024 Print Shop/Supplies	11.25
FSCC PRINT SHOP	08/05/2024	44563	11-6100-6150	PRESIDENT'S OFF	June 2024 Print Shop/Supplies	15.00
FSCC PRINT SHOP	08/05/2024	44563	11-6200-6150	BUSINESS OFFICE	June 2024 Print Shop/Supplies	40.00
FSCC PRINT SHOP	08/05/2024	44563	11-6200-6150	BUSINESS OFFICE	June 2024 Print Shop/Supplies	4.50
FSCC PRINT SHOP	08/05/2024	44563	11-6800-6150	FOUNDATION	June 2024 Print Shop/Supplies	25.00
FSCC PRINT SHOP	08/05/2024	44563	11-6850-6150	GORDON PARKS CE	June 2024 Print Shop/Supplies	.50
FSCC PRINT SHOP	08/05/2024	44563	11-7100-6150	FACILITIES AND	June 2024 Print Shop/Supplies	4.25
FSCC PRINT SHOP	08/05/2024	44563	12-1202-6150	HARLEY DAVIDSON	June 2024 Print Shop/Supplies	77.50
FSCC PRINT SHOP	08/05/2024	44563	12-1215-6150	FT. SCOTT COSME	June 2024 Print Shop/Supplies	.50
FSCC PRINT SHOP	08/05/2024	44563	12-1215-6150	FT. SCOTT COSME	June 2024 Print Shop/Supplies	30.00
FSCC PRINT SHOP	08/05/2024	44563	12-1222-6150	CTEC	June 2024 Print Shop/Supplies	10.00
FSCC PRINT SHOP	08/05/2024	44563	12-1235-6150	NURSING	June 2024 Print Shop/Supplies	1.00
FSCC PRINT SHOP	08/05/2024	44563	25-3813-6150	CAMP YEAR 3	June 2024 Print Shop/Supplies	15.00
FSCC PRINT SHOP	08/05/2024	44563	37-3720-6150	MEP A YEAR 20	June 2024 Print Shop/Supplies	98.00
						3,244.00

Fort Scott Community College  
Purchase Orders Issued  
between 07/12/2024 to 08/21/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
GARDEN CITY COM	08/13/2024	44647	25-2544-6645	HEP 2024-25	HEP Yr4 Aug.'24 Site Payment	2,000.00
						2,000.00
GARZA: ALEJANDR	08/13/2024	44631	25-2544-6644	HEP 2024-25	HEP Yr4 July'24 Time Log	607.50
						607.50
GRAYBAR ELECTRI	08/16/2024	44669	11-6400-7000	MIS DEPARTMENT	Shipping for GRAYBAR PO 44166	42.30
						42.30
GROSS INSURANCE	08/08/2024	44597	11-6200-6220	BUSINESS OFFICE	CNA SURETY BOND	1,250.00
						1,250.00
GUGNANI: SONIA	08/21/2024	44748	11-4200-6050	ACADEMIC ADMINI	Donuts for Inservice	87.92
						87.92
Hartman Publish	07/15/2024	44375	81-8100-8580	BOOKSTORE	CNA Text and Workbooks	7,300.00
						7,300.00
HAWKES LEARNING	07/15/2024	44370	81-8100-8580	BOOKSTORE	Algebra codes	9,000.00
HAWKES LEARNING	07/30/2024	44496	81-8100-8580	BOOKSTORE	Algebra part 2	2,275.00
HAWKES LEARNING	08/15/2024	44657	81-8100-8580	BOOKSTORE	Mat 1063	2,800.00
						14,075.00
HEIDRICKS TRUE	07/16/2024	44388	11-7100-6480	FACILITIES AND	FAUCET CONNECTOR WORKOUT AREA	3.49
HEIDRICKS TRUE	08/09/2024	44601	83-8383-6480	GREYHOUND/BOILE	LW JOINT COMPOUND	13.99
HEIDRICKS TRUE	08/13/2024	44633	11-6400-7000	MIS DEPARTMENT	4 in GFI faceplate	5.49
HEIDRICKS TRUE	08/13/2024	44633	11-6400-7000	MIS DEPARTMENT	EMT connector 1/2 in 5 pack	4.79
HEIDRICKS TRUE	08/13/2024	44633	11-6400-7000	MIS DEPARTMENT	EMT coupling 1/2 in 5 pack	6.98
HEIDRICKS TRUE	08/16/2024	44675	11-7100-6480	FACILITIES AND	ARNOLD ARENA AC REPAIR PARTS	25.99
HEIDRICKS TRUE	08/19/2024	44709	83-8384-7000	GREYHOUND LODGE	CAULKING	30.00
HEIDRICKS TRUE	08/21/2024	44715	83-8387-7000	GARRISON APARTM	TOILET SEAT REPLACEMENT	20.99
HEIDRICKS TRUE	08/21/2024	44718	83-8387-6480	GARRISON APARTM	12" BRS TEARDROP CHAIN	5.99
						117.71
HERNANDEZ: EMIL	08/13/2024	44630	25-2544-6644	HEP 2024-25	HEP Yr4 July'24 Time Log	378.00
						378.00
HERNANDEZ: LUCI	08/15/2024	44664	37-3961-6640	IOWA PROJECT-11	IA PROJ-LUCIA H-JULY 2024	918.25
						918.25

Fort Scott Community College  
Purchase Orders Issued  
between 07/12/2024 to 08/21/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
HERRING BANK	07/16/2024	44390	11-6200-6130	BUSINESS OFFICE	JUNE CC FEES AND BANK CHARGES	200.00
HERRING BANK	08/07/2024	44568	11-6200-6150	BUSINESS OFFICE	1098T DOWNLOAD	1,275.75
HERRING BANK	08/07/2024	44568	11-6200-6150	BUSINESS OFFICE	1098T MAILINGS	1,137.50
HERRING BANK	08/07/2024	44568	11-6200-6150	BUSINESS OFFICE	ANNUAL SOFTWARE FEE	950.00
						3,563.25
HIGHER LEARNING	08/07/2024	44589	11-6100-6810	PRESIDENT'S OFF	MULTI LOCATION-EXPENSES	640.47
HIGHER LEARNING	08/07/2024	44589	11-6100-6810	PRESIDENT'S OFF	MULTI LOCATION VISIT-BASE FEE	1,500.00
						2,140.47
HOME DEPOT CRED	07/30/2024	44522	83-8387-7000	GARRISON APARTM	NEW WINDOW FOR GARRISON APT	350.00
HOME DEPOT CRED	08/13/2024	44619	83-8384-6480	GREYHOUND LODGE	FAUCET REPAIR	27.52
HOME DEPOT CRED	08/19/2024	44689	41-3010-8594	CARL PERKINS GR	PERKINS EQUIPMENT FY 25	399.00
HOME DEPOT CRED	08/19/2024	44689	41-3010-8594	CARL PERKINS GR	PERKINS EQUIPMENT FY 25	428.00
HOME DEPOT CRED	08/19/2024	44689	41-3010-8594	CARL PERKINS GR	PERKINS EQUIPMENT FY 25	319.96
						1,524.48
HOWIES ATHLETIC	08/01/2024	44542	11-5503-7000	ATHLETIC TRAINI	ATHLETIC TAPE 32 PACK	969.84
HOWIES ATHLETIC	08/01/2024	44542	11-5503-7000	ATHLETIC TRAINI	ICE BAGS 800 PACK	160.00
HOWIES ATHLETIC	08/01/2024	44542	11-5503-7000	ATHLETIC TRAINI	PLASTIC WRAP 700 FT 6 PACK	136.00
HOWIES ATHLETIC	08/01/2024	44542	11-5503-7000	ATHLETIC TRAINI	ARMOR FLEX TAPE 2" 5YD 24 PACK	375.00
HOWIES ATHLETIC	08/01/2024	44542	11-5503-7000	ATHLETIC TRAINI	ARMOR FLEX TAPE 3" 5YD 16 PACK	225.00
HOWIES ATHLETIC	08/01/2024	44542	11-5503-7000	ATHLETIC TRAINI	FREIGHT	88.62
						1,954.46
HUB INTERNATION	08/01/2024	44531	11-5500-6240	GENERAL ATHLETI	24-25 ATHLETIC INSURANCE	83,139.00
HUB INTERNATION	08/01/2024	44531	11-5500-6240	GENERAL ATHLETI	24-25 ATHLETIC INSURANCE	5,866.00
						89,005.00
HUDL	07/15/2024	44376	11-5500-6641	GENERAL ATHLETI	FOCUS EXCHANGE NETWORK	1,131.33
HUDL	07/15/2024	44376	11-5500-6641	GENERAL ATHLETI	BASKETBALL ASSIST UNLIMITED	678.80
HUDL	07/15/2024	44376	11-5500-6641	GENERAL ATHLETI	FOCUS INDOOR	1,131.33
HUDL	07/15/2024	44376	11-5500-6641	GENERAL ATHLETI	GOLD COMPETITIVE	603.38
HUDL	07/15/2024	44376	11-5500-6641	GENERAL ATHLETI	GOLD ADDITIONAL	753.47
HUDL	07/15/2024	44376	11-5500-6641	GENERAL ATHLETI	RECRUIT BASKETBALL 3 REGIONS	2,000.00
HUDL	07/15/2024	44376	11-5500-6641	GENERAL ATHLETI	RECRUIT VOLLEYBALL 3 REGIONS	1,000.00
HUDL	07/15/2024	44376	11-5500-6641	GENERAL ATHLETI	VOLLEYBALL ASSIST UNLIMITED	301.69
						7,600.00
HUMAN eSOURCES	07/18/2024	44447	27-2719-6010	TITLE IV/SSS-YE	Career/Personality assessments	700.00
						700.00

Fort Scott Community College  
Purchase Orders Issued  
between 07/12/2024 to 08/21/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
IDEA	08/21/2024	44730	37-3601-4837	LA PROJECT YEAR	LA DEPT OF ED SENT PAYMENT TO	150,319.96
				<i>Deposited check to FSCC, should have went to IDEA. - Reimb.</i>		150,319.96
INSIGHT PUBLIC	07/15/2024	44378	25-2544-7010	HEP 2024-25	HEP Yr4 Student Tablets	2,462.70
						2,462.70
J & W SPORT SHO	08/13/2024	44644	25-2544-7010	HEP 2024-25	HEP Yr4 Motivation Item-Shirts	300.00
						300.00
JENZABAR	08/08/2024	44598	11-6400-6651	MIS DEPARTMENT	FINANCIAL AID IMPLEMENTATION	4,599.00
JENZABAR	08/08/2024	44598	11-6400-6651	MIS DEPARTMENT	J1 IMPLEMENTATION 25 HOURS	5,475.00
						10,074.00
JOCKS NITCH	08/19/2024	44681	11-5545-7000	SOFTBALL	ADIZERO INSTINCT CLEATS	864.50
JOCKS NITCH	08/19/2024	44681	11-5545-7000	SOFTBALL	ADIZERO INSTINCT TPU	1,287.00
JOCKS NITCH	08/19/2024	44681	11-5545-7000	SOFTBALL	TURF SHOES	1,160.25
JOCKS NITCH	08/19/2024	44681	11-5545-7000	SOFTBALL	SQUADRA SHORTS BLACK EMBROIDER	567.00
JOCKS NITCH	08/19/2024	44681	11-5545-7000	SOFTBALL	SQUADRA SHORTS MAROON	567.00
JOCKS NITCH	08/19/2024	44681	11-5545-7000	SOFTBALL	DEFENDER BACKPACK EMBROIDERY	820.00
JOCKS NITCH	08/19/2024	44681	11-5545-7000	SOFTBALL	FREIGHT	180.00
						5,445.75
JOHNSON CONTROL	07/30/2024	44481	83-8383-6310	GREYHOUND/BOILE	AUG-OCT MONITORING	2,276.49
JOHNSON CONTROL	07/30/2024	44481	83-8383-6310	GREYHOUND/BOILE	NOV-JAN MONITORING	2,276.49
JOHNSON CONTROL	07/30/2024	44481	83-8383-6310	GREYHOUND/BOILE	FEB-APRIL MONITORING	2,276.49
JOHNSON CONTROL	07/30/2024	44481	83-8383-6310	GREYHOUND/BOILE	MAY-JULY MONITORING	2,276.49
						9,105.96
JOHNSON: ALEXAN	08/15/2024	44665	37-3961-6030	IOWA PROJECT-11	IA PROJ-ALEX J - JULY 2024	1,465.30
						1,465.30
JUDY'S IRON & M	08/08/2024	44599	83-8383-6480	GREYHOUND/BOILE	PIPE FOR HANGING BAR REPAIRS	52.73
JUDY'S IRON & M	08/09/2024	44611	83-8383-6480	GREYHOUND/BOILE	REPAIR PARTS FOR CLOSET RODS	56.63
						109.36
KACRAO	08/16/2024	44670	11-5300-6030	REGISTRAR	KACRAO ANNUAL CONFERENCE	150.00
KACRAO	08/16/2024	44670	11-5300-6030	REGISTRAR	KACRAO ANNUAL CONFERENCE	150.00
KACRAO	08/16/2024	44671	11-5350-6030	ADMISSIONS	KACRAO ANNUAL CONFERENCE	150.00
KACRAO	08/16/2024	44671	11-5350-6030	ADMISSIONS	KACRAO ANNUAL CONFERENCE	150.00
KACRAO	08/16/2024	44671	11-5350-6030	ADMISSIONS	KACRAO ANNUAL CONFERENCE	150.00

Fort Scott Community College  
Purchase Orders Issued  
between 07/12/2024 to 08/21/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
						750.00
KANREN, INC.	07/23/2024	44461	11-6400-6360	MIS DEPARTMENT	ANNUAL FEES 24-25	39,401.16
KANREN, INC.	07/23/2024	44461	12-1202-6360	HARLEY DAVIDSON	ANNUAL FEES 24-25	13,560.00
KANREN, INC.	07/23/2024	44461	11-1129-6360	PAOLA	ANNUAL FEES 24-25	21,168.00
						74,129.16
KANSAS ASSN OF	08/21/2024	44743	11-6100-6810	PRESIDENT'S OFF	MEMBERSHIP RENEWAL 24-25	3,200.00
KANSAS ASSN OF	08/21/2024	44743	11-6100-6810	PRESIDENT'S OFF	LEGAL ASSISTANCE CONTRACT24-25	2,750.00
						5,950.00
KANSAS DEPT OF	07/30/2024	44480	12-1215-4100	FT. SCOTT COSME	JUNE SALES TAX	42.96
KANSAS DEPT OF	07/30/2024	44480	12-0000-1010	UNCLASSIFIED	JUNE SALES TAX	42.96-
KANSAS DEPT OF	07/30/2024	44480	70-8383-4850	GREYHOUND/BOILE	JUNE SALES TAX	17.18
KANSAS DEPT OF	07/30/2024	44480	70-0000-1010	UNCLASSIFIED	JUNE SALE TAX	17.18-
KANSAS DEPT OF	07/30/2024	44480	98-0000-4850	UNCLASSIFIED	JUNE SALE TAX	92.79
KANSAS DEPT OF	07/30/2024	44480	98-0000-1010	UNCLASSIFIED	JUNE SALE TAX	92.79-
KANSAS DEPT OF	07/30/2024	44480	76-0000-2160	UNCLASSIFIED	JUNE SALE TAX	152.93-
KANSAS DEPT OF	07/30/2024	44480	76-0000-1010	UNCLASSIFIED	JUNE SALE TAX	152.93
KANSAS DEPT OF	07/30/2024	44480	81-8100-2160	BOOKSTORE	JUNE SALE TAX	444.59
KANSAS DEPT OF	07/30/2024	44480	81-0000-1010	UNCLASSIFIED	JUNE SALE TAX	444.59-
KANSAS DEPT OF	07/30/2024	44480	81-8100-2160	BOOKSTORE	JUNE SALE TAX	1.20
KANSAS DEPT OF	07/30/2024	44480	81-0000-1010	UNCLASSIFIED	JUNE SALE TAX	1.20-
KANSAS DEPT OF	07/30/2024	44480	76-0000-2160	UNCLASSIFIED	JUNE SALE TAX	445.79
						445.79
KANSAS GAS SERV	07/18/2024	44445	11-7100-6330	FACILITIES AND	MAIN CAMPUS 6/1-7/1	493.45
KANSAS GAS SERV	07/18/2024	44445	11-7100-6330	FACILITIES AND	EFAC 6/1-7/1	99.47
KANSAS GAS SERV	08/02/2024	44554	11-7100-6330	FACILITIES AND	MAIN CAMPUS JULY	43.86
KANSAS GAS SERV	08/02/2024	44554	11-7100-6330	FACILITIES AND	HILL STREET JULY	92.04
KANSAS GAS SERV	08/02/2024	44554	12-1206-6330	JOHN DEERE PROG	2301 S HORTON JULY	54.90
KANSAS GAS SERV	08/02/2024	44554	12-1206-6330	JOHN DEERE PROG	HARLEY JULY	70.61
KANSAS GAS SERV	08/02/2024	44554	83-8384-6330	GREYHOUND LODGE	THE LODGE-JULY	261.95
KANSAS GAS SERV	08/02/2024	44554	12-2603-6330	WELDING-FT SCOT	WELDING JULY	43.86
KANSAS GAS SERV	08/07/2024	44569	11-7100-6330	FACILITIES AND	BURKE STREET 6/13-7/15	126.98
KANSAS GAS SERV	08/15/2024	44653	11-7100-6330	FACILITIES AND	2108 HORTON 7/1-8/1	520.97
KANSAS GAS SERV	08/15/2024	44653	11-7100-6330	FACILITIES AND	ELLIS FINE ARTS 7/1-8/1	97.18
						1,905.27
KASB WORKERS CO	08/19/2024	44683	11-0000-2110	UNCLASSIFIED	24-25 WORKERS COMP PREMIUM	33,520.00
						33,520.00

Fort Scott Community College  
Purchase Orders Issued  
between 07/12/2024 to 08/21/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
KCKCC	07/23/2024	44450	12-7425-7010	EMT	EMT REGISTRATION FEES	225.00
KCKCC	07/30/2024	44483	11-6100-6260	PRESIDENT'S OFF	PRESIDENTS QUARTERLY MEETING	500.00
						725.00
KEY INDUSTRIES	07/16/2024	44403	12-1215-7400	FT. SCOTT COSME	20 student shirts 5 shirts a	946.00
						946.00
KIRKLAND WELDIN	07/18/2024	44439	12-1206-7020	JOHN DEERE PROG	propane, safety glasses	250.00
KIRKLAND WELDIN	07/23/2024	44452	12-1206-7000	JOHN DEERE PROG	PROPANE INV 984617	25.00
						275.00
KJCCC	08/09/2024	44608	11-5500-6810	GENERAL ATHLETI	KJCCC DUES	10,500.00
KJCCC	08/09/2024	44608	11-5500-6810	GENERAL ATHLETI	BASEBALL COACHES DUES	40.00
KJCCC	08/09/2024	44608	11-5500-6810	GENERAL ATHLETI	BASEBALL WEB FEE	50.00
KJCCC	08/09/2024	44608	11-5500-6810	GENERAL ATHLETI	MBB COACHES DUES	40.00
KJCCC	08/09/2024	44608	11-5500-6810	GENERAL ATHLETI	MBB WEB FEE	50.00
KJCCC	08/09/2024	44608	11-5500-6810	GENERAL ATHLETI	SOFTBALL COACHES DUES	30.00
KJCCC	08/09/2024	44608	11-5500-6810	GENERAL ATHLETI	SOFTBALL WEB FEE	50.00
KJCCC	08/09/2024	44608	11-5500-6810	GENERAL ATHLETI	TRACK COACHES DUES	275.00
KJCCC	08/09/2024	44608	11-5500-6810	GENERAL ATHLETI	TRACK WEB FEES	50.00
KJCCC	08/09/2024	44608	11-5500-6810	GENERAL ATHLETI	VOLLEYBALL COACHES DUES	30.00
KJCCC	08/09/2024	44608	11-5500-6810	GENERAL ATHLETI	VOLLEYBALL WEB FEE	50.00
KJCCC	08/09/2024	44608	11-5500-6810	GENERAL ATHLETI	WBB COACHES DUES	40.00
KJCCC	08/09/2024	44608	11-5500-6810	GENERAL ATHLETI	WBB WEB FEE	50.00
KJCCC	08/09/2024	44609	11-5500-6800	GENERAL ATHLETI	VOLLEYBALL OFFICIALS FEES	5,904.00
KJCCC	08/09/2024	44609	11-5500-6800	GENERAL ATHLETI	VOLEYBALL ASSIGNING FEES	108.00
						17,267.00
KRYTERION	07/18/2024	44426	12-1240-7010	ALLIED HEALTH	JUNE 2024 TEST DELIVERIES	212.00
KRYTERION	07/23/2024	44462	12-1240-7010	ALLIED HEALTH	CNA test fees	180.00
KRYTERION	08/19/2024	44684	12-1240-7010	ALLIED HEALTH	JULY 2024 TEST DELIVERIES	684.00
KRYTERION	08/21/2024	44747	12-1240-7010	ALLIED HEALTH	student test fees	684.00
						1,760.00
KTK Electric LL	08/15/2024	44650	11-7100-6480	FACILITIES AND	NEW ELEVATOR MOTOR AND INSTALL	3,000.00
KTK Electric LL	08/16/2024	44677	11-7100-6480	FACILITIES AND	BAILEY HALL AC REPLACEMENT	9,462.50
						12,462.50
LAKELAND OFFICE	07/18/2024	44441	28-2812-8500	PASS YR12	CONTRACT RATE 7/9-8/8	267.32
LAKELAND OFFICE	07/23/2024	44456	11-6600-6151	PRINT SHOP	CONTRACT OVRAGE 6/17-7/16	141.65
LAKELAND OFFICE	08/08/2024	44596	11-6600-6151	PRINT SHOP	B&W MONTHLY OVRAGE	3.84
LAKELAND OFFICE	08/08/2024	44596	11-6600-6151	PRINT SHOP	COLOR MONTHLY OVRAGE	274.64

Fort Scott Community College  
Purchase Orders Issued  
between 07/12/2024 to 08/21/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
LAKELAND OFFICE	08/13/2024	44616	28-2812-8500	PASS YR12	CONTRACT BASE RATE 8/9-9/8	267.32
						954.77
LEASE FINANCE S	07/18/2024	44414	11-5100-6150	ADVISING	JUNE	81.31
LEASE FINANCE S	07/18/2024	44414	12-1205-6150	AG DEPARTMENT	JUNE	93.82
LEASE FINANCE S	07/18/2024	44414	12-1240-6150	ALLIED HEALTH	JUNE	29.27
LEASE FINANCE S	07/18/2024	44414	11-5503-6150	ATHLETIC TRAINI	JUNE	14.60
LEASE FINANCE S	07/18/2024	44414	11-6200-6150	BUSINESS OFFICE	JUNE	111.70
LEASE FINANCE S	07/18/2024	44414	25-3813-6150	CAMP YEAR 3	JUNE	28.23
LEASE FINANCE S	07/18/2024	44414	81-8100-6150	BOOKSTORE	JUNE	1.54
LEASE FINANCE S	07/18/2024	44414	11-6200-6150	BUSINESS OFFICE	JUNE	34.80
LEASE FINANCE S	07/18/2024	44414	12-1215-6150	FT. SCOTT COSME	JUNE	29.20
LEASE FINANCE S	07/18/2024	44414	12-1225-6150	CRIMINAL JUSTIC	JUNE	.83
LEASE FINANCE S	07/18/2024	44414	83-8383-6150	GREYHOUND/BOILE	JUNE	14.60
LEASE FINANCE S	07/18/2024	44414	11-6800-6150	FOUNDATION	JUNE	81.31
LEASE FINANCE S	07/18/2024	44414	11-5200-6150	FINANCIAL AID	JUNE	40.49
LEASE FINANCE S	07/18/2024	44414	11-5500-6150	GENERAL ATHLETI	JUNE	94.65
LEASE FINANCE S	07/18/2024	44414	12-1202-6150	HARLEY DAVIDSON	JUNE	42.83
LEASE FINANCE S	07/18/2024	44414	25-2543-6150	HEP YEAR 3	JUNE	81.31
LEASE FINANCE S	07/18/2024	44414	11-6140-6150	HUMAN RESOURCES	JUNE	4.87
LEASE FINANCE S	07/18/2024	44414	11-4200-6150	ACADEMIC ADMINI	JUNE	60.06
LEASE FINANCE S	07/18/2024	44414	11-6400-6150	MIS DEPARTMENT	JUNE	28.23
LEASE FINANCE S	07/18/2024	44414	12-1206-6150	JOHN DEERE PROG	JUNE	93.82
LEASE FINANCE S	07/18/2024	44414	11-4100-6150	LIBRARY	JUNE	28.23
LEASE FINANCE S	07/18/2024	44414	37-3720-6150	MEP A YEAR 20	JUNE	56.46
LEASE FINANCE S	07/18/2024	44414	11-2900-6150	STUDENT SUCCESS	JUNE	40.23
LEASE FINANCE S	07/18/2024	44414	12-1235-6150	NURSING	JUNE	168.01
LEASE FINANCE S	07/18/2024	44414	11-1129-6150	PAOLA	JUNE	15.64
LEASE FINANCE S	07/18/2024	44414	11-6100-6150	PRESIDENT'S OFF	JUNE	56.46
LEASE FINANCE S	07/18/2024	44414	11-5000-6150	STUDENT SERVICE	JUNE	.83
LEASE FINANCE S	07/18/2024	44414	11-5550-6150	TRACK/XC-WOMEN	JUNE	5.11
LEASE FINANCE S	07/18/2024	44414	11-5552-6150	TRACK/XC-MEN	JUNE	9.49
LEASE FINANCE S	07/18/2024	44414	27-2719-7000	TITLE IV/SSS-YE	JUNE	14.60
LEASE FINANCE S	07/18/2024	44415	11-5100-6150	ADVISING	MAY	81.31
LEASE FINANCE S	07/18/2024	44415	12-1205-6150	AG DEPARTMENT	MAY	93.82
LEASE FINANCE S	07/18/2024	44415	12-1240-6150	ALLIED HEALTH	MAY	29.27
LEASE FINANCE S	07/18/2024	44415	11-5503-6150	ATHLETIC TRAINI	MAY	14.60
LEASE FINANCE S	07/18/2024	44415	11-6200-6150	BUSINESS OFFICE	MAY	111.70
LEASE FINANCE S	07/18/2024	44415	25-3813-6150	CAMP YEAR 3	MAY	28.23
LEASE FINANCE S	07/18/2024	44415	81-8100-6150	BOOKSTORE	MAY	1.54
LEASE FINANCE S	07/18/2024	44415	11-6200-6150	BUSINESS OFFICE	MAY	34.80
LEASE FINANCE S	07/18/2024	44415	12-1215-6150	FT. SCOTT COSME	MAY	29.20
LEASE FINANCE S	07/18/2024	44415	12-1225-6150	CRIMINAL JUSTIC	MAY	.83
LEASE FINANCE S	07/18/2024	44415	83-8383-6150	GREYHOUND/BOILE	MAY	14.60
LEASE FINANCE S	07/18/2024	44415	11-6800-6150	FOUNDATION	MAY	81.31
LEASE FINANCE S	07/18/2024	44415	11-5200-6150	FINANCIAL AID	MAY	40.49
LEASE FINANCE S	07/18/2024	44415	11-5500-6150	GENERAL ATHLETI	MAY	94.65

Fort Scott Community College  
Purchase Orders Issued  
between 07/12/2024 to 08/21/2024

Vendor Name	PO	Date	PO #	Account #	Description	Description	Amount
LEASE FINANCE S	07/18/2024	44415	12-1202-6150	HARLEY DAVIDSON	MAY		42.83
LEASE FINANCE S	07/18/2024	44415	25-2543-6150	HEP YEAR 3	MAY		81.31
LEASE FINANCE S	07/18/2024	44415	11-6140-6150	HUMAN RESOURCES	MAY		4.87
LEASE FINANCE S	07/18/2024	44415	11-4200-6150	ACADEMIC ADMINI	MAY		60.06
LEASE FINANCE S	07/18/2024	44415	11-6400-6150	MIS DEPARTMENT	MAY		28.23
LEASE FINANCE S	07/18/2024	44415	12-1206-6150	JOHN DEERE PROG	MAY		93.82
LEASE FINANCE S	07/18/2024	44415	11-4100-6150	LIBRARY	MAY		28.23
LEASE FINANCE S	07/18/2024	44415	37-3720-6150	MEP A YEAR 20	MAY		56.46
LEASE FINANCE S	07/18/2024	44415	11-2900-6150	STUDENT SUCCESS	MAY		40.23
LEASE FINANCE S	07/18/2024	44415	12-1235-6150	NURSING	MAY		168.01
LEASE FINANCE S	07/18/2024	44415	11-1129-6150	PAOLA	MAY		15.64
LEASE FINANCE S	07/18/2024	44415	11-6100-6150	PRESIDENT'S OFF	MAY		56.46
LEASE FINANCE S	07/18/2024	44415	11-5000-6150	STUDENT SERVICE	MAY		.83
LEASE FINANCE S	07/18/2024	44415	11-5550-6150	TRACK/XC-WOMEN	MAY		5.11
LEASE FINANCE S	07/18/2024	44415	11-5552-6150	TRACK/XC-MEN	MAY		9.49
LEASE FINANCE S	07/18/2024	44415	27-2719-7000	TITLE IV/SSS-YE	MAY		14.60
LEASE FINANCE S	07/18/2024	44416	11-5100-6150	ADVISING	APRIL		81.31
LEASE FINANCE S	07/18/2024	44416	12-1205-6150	AG DEPARTMENT	APRIL		93.82
LEASE FINANCE S	07/18/2024	44416	12-1240-6150	ALLIED HEALTH	APRIL		29.27
LEASE FINANCE S	07/18/2024	44416	11-5503-6150	ATHLETIC TRAINI	APRIL		14.60
LEASE FINANCE S	07/18/2024	44416	11-6200-6150	BUSINESS OFFICE	APRIL		111.70
LEASE FINANCE S	07/18/2024	44416	25-3813-6150	CAMP YEAR 3	APRIL		28.23
LEASE FINANCE S	07/18/2024	44416	81-8100-6150	BOOKSTORE	APRIL		1.54
LEASE FINANCE S	07/18/2024	44416	11-6200-6150	BUSINESS OFFICE	APRIL		34.80
LEASE FINANCE S	07/18/2024	44416	12-1215-6150	FT. SCOTT COSME	APRIL		29.20
LEASE FINANCE S	07/18/2024	44416	12-1225-6150	CRIMINAL JUSTIC	APRIL		.83
LEASE FINANCE S	07/18/2024	44416	83-8383-6150	GREYHOUND/BOILE	APRIL		14.60
LEASE FINANCE S	07/18/2024	44416	11-6800-6150	FOUNDATION	APRIL		81.31
LEASE FINANCE S	07/18/2024	44416	11-5200-6150	FINANCIAL AID	APRIL		40.49
LEASE FINANCE S	07/18/2024	44416	11-5500-6150	GENERAL ATHLETI	APRIL		94.65
LEASE FINANCE S	07/18/2024	44416	12-1202-6150	HARLEY DAVIDSON	APRIL		42.83
LEASE FINANCE S	07/18/2024	44416	25-2543-6150	HEP YEAR 3	APRIL		81.31
LEASE FINANCE S	07/18/2024	44416	11-6140-6150	HUMAN RESOURCES	APRIL		4.87
LEASE FINANCE S	07/18/2024	44416	11-4200-6150	ACADEMIC ADMINI	APRIL		60.06
LEASE FINANCE S	07/18/2024	44416	11-6400-6150	MIS DEPARTMENT	APRIL		28.23
LEASE FINANCE S	07/18/2024	44416	12-1206-6150	JOHN DEERE PROG	APRIL		93.82
LEASE FINANCE S	07/18/2024	44416	11-4100-6150	LIBRARY	APRIL		28.23
LEASE FINANCE S	07/18/2024	44416	37-3720-6150	MEP A YEAR 20	APRIL		56.46
LEASE FINANCE S	07/18/2024	44416	11-2900-6150	STUDENT SUCCESS	APRIL		40.23
LEASE FINANCE S	07/18/2024	44416	12-1235-6150	NURSING	APRIL		168.01
LEASE FINANCE S	07/18/2024	44416	11-1129-6150	PAOLA	APRIL		15.64
LEASE FINANCE S	07/18/2024	44416	11-6100-6150	PRESIDENT'S OFF	APRIL		56.46
LEASE FINANCE S	07/18/2024	44416	11-5000-6150	STUDENT SERVICE	APRIL		.83
LEASE FINANCE S	07/18/2024	44416	11-5550-6150	TRACK/XC-WOMEN	APRIL		5.11
LEASE FINANCE S	07/18/2024	44416	11-5552-6150	TRACK/XC-MEN	APRIL		9.49
LEASE FINANCE S	07/18/2024	44416	27-2719-7000	TITLE IV/SSS-YE	APRIL		14.60
LEASE FINANCE S	07/18/2024	44417	11-5100-6150	ADVISING	MARCH		81.31
LEASE FINANCE S	07/18/2024	44417	12-1205-6150	AG DEPARTMENT	MARCH		93.82



Fort Scott Community College  
Purchase Orders Issued  
between 07/12/2024 to 08/21/2024

Vendor Name	PO	Date	PO #	Account #	Description	Description	Amount
LEASE FINANCE	S	07/18/2024	44417	12-1240-6150	ALLIED HEALTH	MARCH	29.27
LEASE FINANCE	S	07/18/2024	44417	11-5503-6150	ATHLETIC TRAINI	MARCH	14.60
LEASE FINANCE	S	07/18/2024	44417	11-6200-6150	BUSINESS OFFICE	MARCH	111.70
LEASE FINANCE	S	07/18/2024	44417	25-3813-6150	CAMP YEAR 3	MARCH	28.23
LEASE FINANCE	S	07/18/2024	44417	81-8100-6150	BOOKSTORE	MARCH	1.54
LEASE FINANCE	S	07/18/2024	44417	11-6200-6150	BUSINESS OFFICE	MARCH	34.80
LEASE FINANCE	S	07/18/2024	44417	12-1215-6150	FT. SCOTT COSME	MARCH	29.20
LEASE FINANCE	S	07/18/2024	44417	12-1225-6150	CRIMINAL JUSTIC	MARCH	.83
LEASE FINANCE	S	07/18/2024	44417	83-8383-6150	GREYHOUND/BOILE	MARCH	14.60
LEASE FINANCE	S	07/18/2024	44417	11-6800-6150	FOUNDATION	MARCH	81.31
LEASE FINANCE	S	07/18/2024	44417	11-5200-6150	FINANCIAL AID	MARCH	40.49
LEASE FINANCE	S	07/18/2024	44417	11-5500-6150	GENERAL ATHLETI	MARCH	94.65
LEASE FINANCE	S	07/18/2024	44417	12-1202-6150	HARLEY DAVIDSON	MARCH	42.83
LEASE FINANCE	S	07/18/2024	44417	25-2543-6150	HEP YEAR 3	MARCH	81.31
LEASE FINANCE	S	07/18/2024	44417	11-6140-6150	HUMAN RESOURCES	MARCH	4.87
LEASE FINANCE	S	07/18/2024	44417	11-4200-6150	ACADEMIC ADMINI	MARCH	60.06
LEASE FINANCE	S	07/18/2024	44417	11-6400-6150	MIS DEPARTMENT	MARCH	28.23
LEASE FINANCE	S	07/18/2024	44417	12-1206-6150	JOHN DEERE PROG	MARCH	93.82
LEASE FINANCE	S	07/18/2024	44417	11-4100-6150	LIBRARY	MARCH	28.23
LEASE FINANCE	S	07/18/2024	44417	37-3720-6150	MEP A YEAR 20	MARCH	56.46
LEASE FINANCE	S	07/18/2024	44417	11-2900-6150	STUDENT SUCCESS	MARCH	40.23
LEASE FINANCE	S	07/18/2024	44417	12-1235-6150	NURSING	MARCH	168.01
LEASE FINANCE	S	07/18/2024	44417	11-1129-6150	PAOLA	MARCH	15.64
LEASE FINANCE	S	07/18/2024	44417	11-6100-6150	PRESIDENT'S OFF	MARCH	56.46
LEASE FINANCE	S	07/18/2024	44417	11-5000-6150	STUDENT SERVICE	MARCH	.83
LEASE FINANCE	S	07/18/2024	44417	11-5550-6150	TRACK/XC-WOMEN	MARCH	5.11
LEASE FINANCE	S	07/18/2024	44417	11-5552-6150	TRACK/XC-MEN	MARCH	9.49
LEASE FINANCE	S	07/18/2024	44417	27-2719-7000	TITLE IV/SSS-YE	MARCH	14.60
LEASE FINANCE	S	07/18/2024	44418	11-5100-6150	ADVISING	FEB	81.31
LEASE FINANCE	S	07/18/2024	44418	12-1205-6150	AG DEPARTMENT	FEB	93.82
LEASE FINANCE	S	07/18/2024	44418	12-1240-6150	ALLIED HEALTH	FEB	29.27
LEASE FINANCE	S	07/18/2024	44418	11-5503-6150	ATHLETIC TRAINI	FEB	14.60
LEASE FINANCE	S	07/18/2024	44418	11-6200-6150	BUSINESS OFFICE	FEB	111.70
LEASE FINANCE	S	07/18/2024	44418	25-3813-6150	CAMP YEAR 3	FEB	28.23
LEASE FINANCE	S	07/18/2024	44418	81-8100-6150	BOOKSTORE	FEB	1.54
LEASE FINANCE	S	07/18/2024	44418	11-6200-6150	BUSINESS OFFICE	FEB	34.80
LEASE FINANCE	S	07/18/2024	44418	12-1215-6150	FT. SCOTT COSME	FEB	29.20
LEASE FINANCE	S	07/18/2024	44418	12-1225-6150	CRIMINAL JUSTIC	FEB	.83
LEASE FINANCE	S	07/18/2024	44418	83-8383-6150	GREYHOUND/BOILE	FEB	14.60
LEASE FINANCE	S	07/18/2024	44418	11-6800-6150	FOUNDATION	FEB	81.31
LEASE FINANCE	S	07/18/2024	44418	11-5200-6150	FINANCIAL AID	FEB	40.49
LEASE FINANCE	S	07/18/2024	44418	11-5500-6150	GENERAL ATHLETI	FEB	94.65
LEASE FINANCE	S	07/18/2024	44418	12-1202-6150	HARLEY DAVIDSON	FEB	42.83
LEASE FINANCE	S	07/18/2024	44418	25-2543-6150	HEP YEAR 3	FEB	81.31
LEASE FINANCE	S	07/18/2024	44418	11-6140-6150	HUMAN RESOURCES	FEB	4.87
LEASE FINANCE	S	07/18/2024	44418	11-4200-6150	ACADEMIC ADMINI	FEB	60.06
LEASE FINANCE	S	07/18/2024	44418	11-6400-6150	MIS DEPARTMENT	FEB	28.23
LEASE FINANCE	S	07/18/2024	44418	12-1206-6150	JOHN DEERE PROG	FEB	93.82

Fort Scott Community College  
Purchase Orders Issued  
between 07/12/2024 to 08/21/2024

Vendor Name	PO	Date	PO #	Account #	Description	Description	Amount
LEASE FINANCE	S	07/18/2024	44418	11-4100-6150	LIBRARY	FEB	28.23
LEASE FINANCE	S	07/18/2024	44418	37-3720-6150	MEP A YEAR 20	FEB	56.46
LEASE FINANCE	S	07/18/2024	44418	11-2900-6150	STUDENT SUCCESS	FEB	40.23
LEASE FINANCE	S	07/18/2024	44418	12-1235-6150	NURSING	FEB	168.01
LEASE FINANCE	S	07/18/2024	44418	11-1129-6150	PAOLA	FEB	15.64
LEASE FINANCE	S	07/18/2024	44418	11-6100-6150	PRESIDENT'S OFF	FEB	56.46
LEASE FINANCE	S	07/18/2024	44418	11-5000-6150	STUDENT SERVICE	FEB	.83
LEASE FINANCE	S	07/18/2024	44418	11-5550-6150	TRACK/XC-WOMEN	FEB	5.11
LEASE FINANCE	S	07/18/2024	44418	11-5552-6150	TRACK/XC-MEN	FEB	9.49
LEASE FINANCE	S	07/18/2024	44418	27-2719-7000	TITLE IV/SSS-YE	FEB	14.60
LEASE FINANCE	S	07/18/2024	44419	11-5100-6150	ADVISING	JAN	81.31
LEASE FINANCE	S	07/18/2024	44419	12-1205-6150	AG DEPARTMENT	JAN	93.82
LEASE FINANCE	S	07/18/2024	44419	12-1240-6150	ALLIED HEALTH	JAN	29.27
LEASE FINANCE	S	07/18/2024	44419	11-5503-6150	ATHLETIC TRAINI	JAN	14.60
LEASE FINANCE	S	07/18/2024	44419	11-6200-6150	BUSINESS OFFICE	JAN	111.70
LEASE FINANCE	S	07/18/2024	44419	25-3813-6150	CAMP YEAR 3	JAN	28.23
LEASE FINANCE	S	07/18/2024	44419	81-8100-6150	BOOKSTORE	JAN	1.54
LEASE FINANCE	S	07/18/2024	44419	11-6200-6150	BUSINESS OFFICE	JAN	34.80
LEASE FINANCE	S	07/18/2024	44419	12-1215-6150	FT. SCOTT COSME	JAN	29.20
LEASE FINANCE	S	07/18/2024	44419	12-1225-6150	CRIMINAL JUSTIC	JAN	.83
LEASE FINANCE	S	07/18/2024	44419	83-8383-6150	GREYHOUND/BOILE	JAN	14.60
LEASE FINANCE	S	07/18/2024	44419	11-6800-6150	FOUNDATION	JAN	81.31
LEASE FINANCE	S	07/18/2024	44419	11-5200-6150	FINANCIAL AID	JAN	40.49
LEASE FINANCE	S	07/18/2024	44419	11-5500-6150	GENERAL ATHLETI	JAN	94.65
LEASE FINANCE	S	07/18/2024	44419	12-1202-6150	HARLEY DAVIDSON	JAN	42.83
LEASE FINANCE	S	07/18/2024	44419	25-2543-6150	HEP YEAR 3	JAN	81.31
LEASE FINANCE	S	07/18/2024	44419	11-6140-6150	HUMAN RESOURCES	JAN	4.87
LEASE FINANCE	S	07/18/2024	44419	11-4200-6150	ACADEMIC ADMINI	JAN	60.06
LEASE FINANCE	S	07/18/2024	44419	11-6400-6150	MIS DEPARTMENT	JAN	28.23
LEASE FINANCE	S	07/18/2024	44419	12-1206-6150	JOHN DEERE PROG	JAN	93.82
LEASE FINANCE	S	07/18/2024	44419	11-4100-6150	LIBRARY	JAN	28.23
LEASE FINANCE	S	07/18/2024	44419	37-3720-6150	MEP A YEAR 20	JAN	56.46
LEASE FINANCE	S	07/18/2024	44419	11-2900-6150	STUDENT SUCCESS	JAN	40.23
LEASE FINANCE	S	07/18/2024	44419	12-1235-6150	NURSING	JAN	168.01
LEASE FINANCE	S	07/18/2024	44419	11-1129-6150	PAOLA	JAN	15.64
LEASE FINANCE	S	07/18/2024	44419	11-6100-6150	PRESIDENT'S OFF	JAN	56.46
LEASE FINANCE	S	07/18/2024	44419	11-5000-6150	STUDENT SERVICE	JAN	.83
LEASE FINANCE	S	07/18/2024	44419	11-5550-6150	TRACK/XC-WOMEN	JAN	5.11
LEASE FINANCE	S	07/18/2024	44419	11-5552-6150	TRACK/XC-MEN	JAN	9.49
LEASE FINANCE	S	07/18/2024	44419	27-2719-7000	TITLE IV/SSS-YE	JAN	14.60
LEASE FINANCE	S	07/18/2024	44420	11-5100-6150	ADVISING	DEC	81.31
LEASE FINANCE	S	07/18/2024	44420	12-1205-6150	AG DEPARTMENT	DEC	93.82
LEASE FINANCE	S	07/18/2024	44420	12-1240-6150	ALLIED HEALTH	DEC	29.27
LEASE FINANCE	S	07/18/2024	44420	11-5503-6150	ATHLETIC TRAINI	DEC	14.60
LEASE FINANCE	S	07/18/2024	44420	11-6200-6150	BUSINESS OFFICE	DEC	111.70
LEASE FINANCE	S	07/18/2024	44420	25-3813-6150	CAMP YEAR 3	DEC	28.23
LEASE FINANCE	S	07/18/2024	44420	81-8100-6150	BOOKSTORE	DEC	1.54
LEASE FINANCE	S	07/18/2024	44420	11-6200-6150	BUSINESS OFFICE	DEC	34.80

Fort Scott Community College  
Purchase Orders Issued  
between 07/12/2024 to 08/21/2024

Vendor Name	PO	Date	PO #	Account #	Description	Description	Amount
LEASE FINANCE S	07/18/2024	44420	12-1215-6150	FT. SCOTT COSME	DEC	29.20	
LEASE FINANCE S	07/18/2024	44420	12-1225-6150	CRIMINAL JUSTIC	DEC	.83	
LEASE FINANCE S	07/18/2024	44420	83-8383-6150	GREYHOUND/BOILE	DEC	14.60	
LEASE FINANCE S	07/18/2024	44420	11-6800-6150	FOUNDATION	DEC	81.31	
LEASE FINANCE S	07/18/2024	44420	11-5200-6150	FINANCIAL AID	DEC	40.49	
LEASE FINANCE S	07/18/2024	44420	11-5500-6150	GENERAL ATHLETI	DEC	94.65	
LEASE FINANCE S	07/18/2024	44420	12-1202-6150	HARLEY DAVIDSON	DEC	42.83	
LEASE FINANCE S	07/18/2024	44420	25-2543-6150	HEP YEAR 3	DEC	81.31	
LEASE FINANCE S	07/18/2024	44420	11-6140-6150	HUMAN RESOURCES	DEC	4.87	
LEASE FINANCE S	07/18/2024	44420	11-4200-6150	ACADEMIC ADMINI	DEC	60.06	
LEASE FINANCE S	07/18/2024	44420	11-6400-6150	MIS DEPARTMENT	DEC	28.23	
LEASE FINANCE S	07/18/2024	44420	12-1206-6150	JOHN DEERE PROG	DEC	93.82	
LEASE FINANCE S	07/18/2024	44420	11-4100-6150	LIBRARY	DEC	28.23	
LEASE FINANCE S	07/18/2024	44420	37-3720-6150	MEP A YEAR 20	DEC	56.46	
LEASE FINANCE S	07/18/2024	44420	11-2900-6150	STUDENT SUCCESS	DEC	40.23	
LEASE FINANCE S	07/18/2024	44420	12-1235-6150	NURSING	DEC	168.01	
LEASE FINANCE S	07/18/2024	44420	11-1129-6150	PAOLA	DEC	15.64	
LEASE FINANCE S	07/18/2024	44420	11-6100-6150	PRESIDENT'S OFF	DEC	56.46	
LEASE FINANCE S	07/18/2024	44420	11-5000-6150	STUDENT SERVICE	DEC	.83	
LEASE FINANCE S	07/18/2024	44420	11-5550-6150	TRACK/XC-WOMEN	DEC	5.11	
LEASE FINANCE S	07/18/2024	44420	11-5552-6150	TRACK/XC-MEN	DEC	9.49	
LEASE FINANCE S	07/18/2024	44420	27-2719-7000	TITLE IV/SSS-YE	DEC	14.60	
LEASE FINANCE S	07/18/2024	44421	11-5100-6150	ADVISING	NOV	81.31	
LEASE FINANCE S	07/18/2024	44421	12-1205-6150	AG DEPARTMENT	NOV	93.82	
LEASE FINANCE S	07/18/2024	44421	12-1240-6150	ALLIED HEALTH	NOV	29.27	
LEASE FINANCE S	07/18/2024	44421	11-5503-6150	ATHLETIC TRAINI	NOV	14.60	
LEASE FINANCE S	07/18/2024	44421	11-6200-6150	BUSINESS OFFICE	NOV	111.70	
LEASE FINANCE S	07/18/2024	44421	25-3813-6150	CAMP YEAR 3	NOV	28.23	
LEASE FINANCE S	07/18/2024	44421	81-8100-6150	BOOKSTORE	NOV	1.54	
LEASE FINANCE S	07/18/2024	44421	11-6200-6150	BUSINESS OFFICE	NOV	34.80	
LEASE FINANCE S	07/18/2024	44421	12-1215-6150	FT. SCOTT COSME	NOV	29.20	
LEASE FINANCE S	07/18/2024	44421	12-1225-6150	CRIMINAL JUSTIC	NOV	.83	
LEASE FINANCE S	07/18/2024	44421	83-8383-6150	GREYHOUND/BOILE	NOV	14.60	
LEASE FINANCE S	07/18/2024	44421	11-6800-6150	FOUNDATION	NOV	81.31	
LEASE FINANCE S	07/18/2024	44421	11-5200-6150	FINANCIAL AID	NOV	40.49	
LEASE FINANCE S	07/18/2024	44421	11-5500-6150	GENERAL ATHLETI	NOV	94.65	
LEASE FINANCE S	07/18/2024	44421	12-1202-6150	HARLEY DAVIDSON	NOV	42.83	
LEASE FINANCE S	07/18/2024	44421	25-2543-6150	HEP YEAR 3	NOV	81.31	
LEASE FINANCE S	07/18/2024	44421	11-6140-6150	HUMAN RESOURCES	NOV	4.87	
LEASE FINANCE S	07/18/2024	44421	11-4200-6150	ACADEMIC ADMINI	NOV	60.06	
LEASE FINANCE S	07/18/2024	44421	11-6400-6150	MIS DEPARTMENT	NOV	28.23	
LEASE FINANCE S	07/18/2024	44421	12-1206-6150	JOHN DEERE PROG	NOV	93.82	
LEASE FINANCE S	07/18/2024	44421	11-4100-6150	LIBRARY	NOV	28.23	
LEASE FINANCE S	07/18/2024	44421	37-3720-6150	MEP A YEAR 20	NOV	56.46	
LEASE FINANCE S	07/18/2024	44421	11-2900-6150	STUDENT SUCCESS	NOV	40.23	
LEASE FINANCE S	07/18/2024	44421	12-1235-6150	NURSING	NOV	168.01	
LEASE FINANCE S	07/18/2024	44421	11-1129-6150	PAOLA	NOV	15.64	
LEASE FINANCE S	07/18/2024	44421	11-6100-6150	PRESIDENT'S OFF	NOV	56.46	

Fort Scott Community College  
Purchase Orders Issued  
between 07/12/2024 to 08/21/2024

Vendor Name	PO	Date	PO #	Account #	Description	Description	Amount
LEASE FINANCE S	07/18/2024	44421	11-5000-6150	STUDENT SERVICE	NOV	.83	
LEASE FINANCE S	07/18/2024	44421	11-5550-6150	TRACK/XC-WOMEN	NOV	5.11	
LEASE FINANCE S	07/18/2024	44421	11-5552-6150	TRACK/XC-MEN	NOV	9.49	
LEASE FINANCE S	07/18/2024	44421	27-2719-7000	TITLE IV/SSS-YE	NOV	14.60	
LEASE FINANCE S	07/18/2024	44422	11-5100-6150	ADVISING	OCT	81.31	
LEASE FINANCE S	07/18/2024	44422	12-1205-6150	AG DEPARTMENT	OCT	93.82	
LEASE FINANCE S	07/18/2024	44422	12-1240-6150	ALLIED HEALTH	OCT	29.27	
LEASE FINANCE S	07/18/2024	44422	11-5503-6150	ATHLETIC TRAINI	OCT	14.60	
LEASE FINANCE S	07/18/2024	44422	11-6200-6150	BUSINESS OFFICE	OCT	111.70	
LEASE FINANCE S	07/18/2024	44422	25-3813-6150	CAMP YEAR 3	OCT	28.23	
LEASE FINANCE S	07/18/2024	44422	81-8100-6150	BOOKSTORE	OCT	1.54	
LEASE FINANCE S	07/18/2024	44422	11-6200-6150	BUSINESS OFFICE	OCT	34.80	
LEASE FINANCE S	07/18/2024	44422	12-1215-6150	FT. SCOTT COSME	OCT	29.20	
LEASE FINANCE S	07/18/2024	44422	12-1225-6150	CRIMINAL JUSTIC	OCT	.83	
LEASE FINANCE S	07/18/2024	44422	83-8383-6150	GREYHOUND/BOILE	OCT	14.60	
LEASE FINANCE S	07/18/2024	44422	11-6800-6150	FOUNDATION	OCT	81.31	
LEASE FINANCE S	07/18/2024	44422	11-5200-6150	FINANCIAL AID	OCT	40.49	
LEASE FINANCE S	07/18/2024	44422	11-5500-6150	GENERAL ATHLETI	OCT	94.65	
LEASE FINANCE S	07/18/2024	44422	12-1202-6150	HARLEY DAVIDSON	OCT	42.83	
LEASE FINANCE S	07/18/2024	44422	25-2543-6150	HEP YEAR 3	OCT	81.31	
LEASE FINANCE S	07/18/2024	44422	11-6140-6150	HUMAN RESOURCES	OCT	4.87	
LEASE FINANCE S	07/18/2024	44422	11-4200-6150	ACADEMIC ADMINI	OCT	60.06	
LEASE FINANCE S	07/18/2024	44422	11-6400-6150	MIS DEPARTMENT	OCT	28.23	
LEASE FINANCE S	07/18/2024	44422	12-1206-6150	JOHN DEERE PROG	OCT	93.82	
LEASE FINANCE S	07/18/2024	44422	11-4100-6150	LIBRARY	OCT	28.23	
LEASE FINANCE S	07/18/2024	44422	37-3720-6150	MEP A YEAR 20	OCT	56.46	
LEASE FINANCE S	07/18/2024	44422	11-2900-6150	STUDENT SUCCESS	OCT	40.23	
LEASE FINANCE S	07/18/2024	44422	12-1235-6150	NURSING	OCT	168.01	
LEASE FINANCE S	07/18/2024	44422	11-1129-6150	PAOLA	OCT	15.64	
LEASE FINANCE S	07/18/2024	44422	11-6100-6150	PRESIDENT'S OFF	OCT	56.46	
LEASE FINANCE S	07/18/2024	44422	11-5000-6150	STUDENT SERVICE	OCT	.83	
LEASE FINANCE S	07/18/2024	44422	11-5550-6150	TRACK/XC-WOMEN	OCT	5.11	
LEASE FINANCE S	07/18/2024	44422	11-5552-6150	TRACK/XC-MEN	OCT	9.49	
LEASE FINANCE S	07/18/2024	44422	27-2719-7000	TITLE IV/SSS-YE	OCT	14.60	
LEASE FINANCE S	07/18/2024	44423	11-5100-6150	ADVISING	SEPT	81.31	
LEASE FINANCE S	07/18/2024	44423	12-1205-6150	AG DEPARTMENT	SEPT	93.82	
LEASE FINANCE S	07/18/2024	44423	12-1240-6150	ALLIED HEALTH	SEPT	29.27	
LEASE FINANCE S	07/18/2024	44423	11-5503-6150	ATHLETIC TRAINI	SEPT	14.60	
LEASE FINANCE S	07/18/2024	44423	11-6200-6150	BUSINESS OFFICE	SEPT	111.70	
LEASE FINANCE S	07/18/2024	44423	25-3813-6150	CAMP YEAR 3	SEPT	28.23	
LEASE FINANCE S	07/18/2024	44423	81-8100-6150	BOOKSTORE	SEPT	1.54	
LEASE FINANCE S	07/18/2024	44423	11-6200-6150	BUSINESS OFFICE	SEPT	34.80	
LEASE FINANCE S	07/18/2024	44423	12-1215-6150	FT. SCOTT COSME	SEPT	29.20	
LEASE FINANCE S	07/18/2024	44423	12-1225-6150	CRIMINAL JUSTIC	SEPT	.83	
LEASE FINANCE S	07/18/2024	44423	83-8383-6150	GREYHOUND/BOILE	SEPT	14.60	
LEASE FINANCE S	07/18/2024	44423	11-6800-6150	FOUNDATION	SEPT	81.31	
LEASE FINANCE S	07/18/2024	44423	11-5200-6150	FINANCIAL AID	SEPT	40.49	
LEASE FINANCE S	07/18/2024	44423	11-5500-6150	GENERAL ATHLETI	SEPT	94.65	

Fort Scott Community College  
Purchase Orders Issued  
between 07/12/2024 to 08/21/2024

Vendor Name	PO	Date	PO #	Account #	Description	Description	Amount
LEASE FINANCE S	07/18/2024	44423	12-1202-6150	HARLEY DAVIDSON	SEPT		42.83
LEASE FINANCE S	07/18/2024	44423	25-2543-6150	HEP YEAR 3	SEPT		81.31
LEASE FINANCE S	07/18/2024	44423	11-6140-6150	HUMAN RESOURCES	SEPT		4.87
LEASE FINANCE S	07/18/2024	44423	11-4200-6150	ACADEMIC ADMINI	SEPT		60.06
LEASE FINANCE S	07/18/2024	44423	11-6400-6150	MIS DEPARTMENT	SEPT		28.23
LEASE FINANCE S	07/18/2024	44423	12-1206-6150	JOHN DEERE PROG	SEPT		93.82
LEASE FINANCE S	07/18/2024	44423	11-4100-6150	LIBRARY	SEPT		28.23
LEASE FINANCE S	07/18/2024	44423	37-3720-6150	MEP A YEAR 20	SEPT		56.46
LEASE FINANCE S	07/18/2024	44423	11-2900-6150	STUDENT SUCCESS	SEPT		40.23
LEASE FINANCE S	07/18/2024	44423	12-1235-6150	NURSING	SEPT		168.01
LEASE FINANCE S	07/18/2024	44423	11-1129-6150	PAOLA	SEPT		15.64
LEASE FINANCE S	07/18/2024	44423	11-6100-6150	PRESIDENT'S OFF	SEPT		56.46
LEASE FINANCE S	07/18/2024	44423	11-5000-6150	STUDENT SERVICE	SEPT		.83
LEASE FINANCE S	07/18/2024	44423	11-5550-6150	TRACK/XC-WOMEN	SEPT		5.11
LEASE FINANCE S	07/18/2024	44423	11-5552-6150	TRACK/XC-MEN	SEPT		9.49
LEASE FINANCE S	07/18/2024	44423	27-2719-7000	TITLE IV/SSS-YE	SEPT		14.60
LEASE FINANCE S	07/18/2024	44424	11-5100-6150	ADVISING	AUGUST		81.31
LEASE FINANCE S	07/18/2024	44424	12-1205-6150	AG DEPARTMENT	AUGUST		93.82
LEASE FINANCE S	07/18/2024	44424	12-1240-6150	ALLIED HEALTH	AUGUST		29.27
LEASE FINANCE S	07/18/2024	44424	11-5503-6150	ATHLETIC TRAINI	AUGUST		14.60
LEASE FINANCE S	07/18/2024	44424	11-6200-6150	BUSINESS OFFICE	AUGUST		111.70
LEASE FINANCE S	07/18/2024	44424	25-3813-6150	CAMP YEAR 3	AUGUST		28.23
LEASE FINANCE S	07/18/2024	44424	81-8100-6150	BOOKSTORE	AUGUST		1.54
LEASE FINANCE S	07/18/2024	44424	11-6200-6150	BUSINESS OFFICE	AUGUST		34.80
LEASE FINANCE S	07/18/2024	44424	12-1215-6150	FT. SCOTT COSME	AUGUST		29.20
LEASE FINANCE S	07/18/2024	44424	12-1225-6150	CRIMINAL JUSTIC	AUGUST		.83
LEASE FINANCE S	07/18/2024	44424	83-8383-6150	GREYHOUND/BOILE	AUGUST		14.60
LEASE FINANCE S	07/18/2024	44424	11-6800-6150	FOUNDATION	AUGUST		81.31
LEASE FINANCE S	07/18/2024	44424	11-5200-6150	FINANCIAL AID	AUGUST		40.49
LEASE FINANCE S	07/18/2024	44424	11-5500-6150	GENERAL ATHLETI	AUGUST		94.65
LEASE FINANCE S	07/18/2024	44424	12-1202-6150	HARLEY DAVIDSON	AUGUST		42.83
LEASE FINANCE S	07/18/2024	44424	25-2543-6150	HEP YEAR 3	AUGUST		81.31
LEASE FINANCE S	07/18/2024	44424	11-6140-6150	HUMAN RESOURCES	AUGUST		4.87
LEASE FINANCE S	07/18/2024	44424	11-4200-6150	ACADEMIC ADMINI	AUGUST		60.06
LEASE FINANCE S	07/18/2024	44424	11-6400-6150	MIS DEPARTMENT	AUGUST		28.23
LEASE FINANCE S	07/18/2024	44424	12-1206-6150	JOHN DEERE PROG	AUGUST		93.82
LEASE FINANCE S	07/18/2024	44424	11-4100-6150	LIBRARY	AUGUST		28.23
LEASE FINANCE S	07/18/2024	44424	37-3720-6150	MEP A YEAR 20	AUGUST		56.46
LEASE FINANCE S	07/18/2024	44424	11-2900-6150	STUDENT SUCCESS	AUGUST		40.23
LEASE FINANCE S	07/18/2024	44424	12-1235-6150	NURSING	AUGUST		168.01
LEASE FINANCE S	07/18/2024	44424	11-1129-6150	PAOLA	AUGUST		15.64
LEASE FINANCE S	07/18/2024	44424	11-6100-6150	PRESIDENT'S OFF	AUGUST		56.46
LEASE FINANCE S	07/18/2024	44424	11-5000-6150	STUDENT SERVICE	AUGUST		.83
LEASE FINANCE S	07/18/2024	44424	11-5550-6150	TRACK/XC-WOMEN	AUGUST		5.11
LEASE FINANCE S	07/18/2024	44424	11-5552-6150	TRACK/XC-MEN	AUGUST		9.49
LEASE FINANCE S	07/18/2024	44424	27-2719-7000	TITLE IV/SSS-YE	AUGUST		14.60
LEASE FINANCE S	07/18/2024	44425	11-5100-6150	ADVISING	JUNE		81.31
LEASE FINANCE S	07/18/2024	44425	12-1205-6150	AG DEPARTMENT	JUNE		93.82

Fort Scott Community College  
Purchase Orders Issued  
between 07/12/2024 to 08/21/2024

Vendor Name	PO	Date	PO #	Account #	Description	Description	Amount
LEASE FINANCE S	07/18/2024	44425	12-1240-6150	ALLIED HEALTH	JUNE		29.27
LEASE FINANCE S	07/18/2024	44425	11-5503-6150	ATHLETIC TRAINI	JUNE		14.60
LEASE FINANCE S	07/18/2024	44425	11-6200-6150	BUSINESS OFFICE	JUNE		111.70
LEASE FINANCE S	07/18/2024	44425	25-3813-6150	CAMP YEAR 3	JUNE		28.23
LEASE FINANCE S	07/18/2024	44425	81-8100-6150	BOOKSTORE	JUNE		1.54
LEASE FINANCE S	07/18/2024	44425	11-6200-6150	BUSINESS OFFICE	JUNE		34.80
LEASE FINANCE S	07/18/2024	44425	12-1215-6150	FT. SCOTT COSME	JUNE		29.20
LEASE FINANCE S	07/18/2024	44425	12-1225-6150	CRIMINAL JUSTIC	JUNE		.83
LEASE FINANCE S	07/18/2024	44425	83-8383-6150	GREYHOUND/BOILE	JUNE		14.60
LEASE FINANCE S	07/18/2024	44425	11-6800-6150	FOUNDATION	JUNE		81.31
LEASE FINANCE S	07/18/2024	44425	11-5200-6150	FINANCIAL AID	JUNE		40.49
LEASE FINANCE S	07/18/2024	44425	11-5500-6150	GENERAL ATHLETI	JUNE		94.65
LEASE FINANCE S	07/18/2024	44425	12-1202-6150	HARLEY DAVIDSON	JUNE		42.83
LEASE FINANCE S	07/18/2024	44425	25-2543-6150	HEP YEAR 3	JUNE		81.31
LEASE FINANCE S	07/18/2024	44425	11-6140-6150	HUMAN RESOURCES	JUNE		4.87
LEASE FINANCE S	07/18/2024	44425	11-4200-6150	ACADEMIC ADMINI	JUNE		60.06
LEASE FINANCE S	07/18/2024	44425	11-6400-6150	MIS DEPARTMENT	JUNE		28.23
LEASE FINANCE S	07/18/2024	44425	12-1206-6150	JOHN DEERE PROG	JUNE		93.82
LEASE FINANCE S	07/18/2024	44425	11-4100-6150	LIBRARY	JUNE		28.23
LEASE FINANCE S	07/18/2024	44425	37-3720-6150	MEP A YEAR 20	JUNE		56.46
LEASE FINANCE S	07/18/2024	44425	11-2900-6150	STUDENT SUCCESS	JUNE		40.23
LEASE FINANCE S	07/18/2024	44425	12-1235-6150	NURSING	JUNE		168.01
LEASE FINANCE S	07/18/2024	44425	11-1129-6150	PAOLA	JUNE		15.64
LEASE FINANCE S	07/18/2024	44425	11-6100-6150	PRESIDENT'S OFF	JUNE		56.46
LEASE FINANCE S	07/18/2024	44425	11-5000-6150	STUDENT SERVICE	JUNE		.83
LEASE FINANCE S	07/18/2024	44425	11-5550-6150	TRACK/XC-WOMEN	JUNE		5.11
LEASE FINANCE S	07/18/2024	44425	11-5552-6150	TRACK/XC-MEN	JUNE		9.49
LEASE FINANCE S	07/18/2024	44425	27-2719-7000	TITLE IV/SSS-YE	JUNE		14.60
							16,350.36
LIN: MIN KA BYA	07/16/2024	44411	26-3814-7480	CAMP 2024-25	JULY STUDENT STIPEND		125.00
LIN: MIN KA BYA	07/16/2024	44411	26-3814-7460	CAMP 2024-25	JULY MEALS STIPEND		50.00
							175.00
LOCKWOOD MOTOR	07/16/2024	44394	12-1206-7020	JOHN DEERE PROG	A/c oil, bolts, o rings		100.00
LOCKWOOD MOTOR	08/05/2024	44562	11-6500-6460	LOGISTICS	Vehicle parts		400.00
LOCKWOOD MOTOR	08/07/2024	44573	83-8383-6480	GREYHOUND/BOILE	JB WELD FOR DOOR REPAIR		9.49
LOCKWOOD MOTOR	08/07/2024	44582	11-7100-6460	FACILITIES AND	LOCKTIGHT		27.29
LOCKWOOD MOTOR	08/15/2024	44649	11-7100-6460	FACILITIES AND	OIL FOR MOWERS		29.62
LOCKWOOD MOTOR	08/16/2024	44668	11-7100-6460	FACILITIES AND	ALTERNATOR FOR TRUCK REPAIR		89.05
LOCKWOOD MOTOR	08/21/2024	44729	11-7100-6460	FACILITIES AND	CASE OF TRANSMISSION FLUID		97.44
							752.89
MABE: LINDSEY	08/13/2024	44621	37-3961-6030	IOWA PROJECT-11	IA PROJ-LINDSEY M-JULY 2024		348.50
							348.50

Fort Scott Community College  
Purchase Orders Issued  
between 07/12/2024 to 08/21/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
Marlo Beauty Su	07/23/2024	44464	12-1215-7000	FT. SCOTT COSME	salon supplies	507.20
						507.20
MARROQUIN: EMIL	08/13/2024	44623	37-3961-6030	IOWA PROJECT-11	IA PROJ - EMILIA M - JULY 2024	585.70
						585.70
MARSHALLTOWN CO	08/19/2024	44701	11-5520-6010	VOLLEYBALL	ENTRY FEE FOR 9/6-9/7 TOURNEY	400.00
						400.00
MASTERS RENTALS	07/16/2024	44386	11-6500-6410	LOGISTICS	MONTHLY SHUTTLE LEASE JUNE	3,399.00
MASTERS RENTALS	07/16/2024	44386	11-6500-6410	LOGISTICS	MONTHLY SHUTTLE LEASE JULY	3,399.00
MASTERS RENTALS	07/16/2024	44386	11-6500-6410	LOGISTICS	MONTHLY SHUTTLE LEASE AUGUST	3,399.00
MASTERS RENTALS	07/16/2024	44386	11-6500-6410	LOGISTICS	MONTHLY SHUTTLE LEASE SEPT	3,399.00
MASTERS RENTALS	07/16/2024	44386	11-6500-6410	LOGISTICS	MONTHLY SHUTTLE LEASE OCTOBER	3,399.00
MASTERS RENTALS	07/16/2024	44386	11-6500-6410	LOGISTICS	MONTHLY SHUTTLE LEASE NOVEMBER	3,399.00
MASTERS RENTALS	07/16/2024	44386	11-6500-6410	LOGISTICS	MONTHLY SHUTTLE LEASE DECEMBER	3,399.00
MASTERS RENTALS	07/16/2024	44386	11-6500-6410	LOGISTICS	MONTHLY SHUTTLE LEASE JANUARY	3,399.00
MASTERS RENTALS	07/16/2024	44386	11-6500-6410	LOGISTICS	MONTHLY SHUTTLE LEASE FEBRUARY	3,399.00
MASTERS RENTALS	07/16/2024	44386	11-6500-6410	LOGISTICS	MONTHLY SHUTTLE LEASE MARCH	3,399.00
MASTERS RENTALS	07/16/2024	44386	11-6500-6410	LOGISTICS	MONTHLY SHUTTLE LEASE APRIL	3,399.00
MASTERS RENTALS	07/16/2024	44386	11-6500-6410	LOGISTICS	MONTHLY SHUTTLE LEASE MAY	3,399.00
MASTERS RENTALS	07/16/2024	44386	11-6500-6410	LOGISTICS	MONTHLY SHUTTLE LEASE JUNE	3,399.00
						44,187.00
MAYCO ACE HARDW	07/30/2024	44527	83-8383-7000	GREYHOUND/BOILE	FUS 15 AMP	13.99
MAYCO ACE HARDW	08/13/2024	44634	11-6400-7000	MIS DEPARTMENT	EMT 1/2 conduit 10 ft	49.95
MAYCO ACE HARDW	08/13/2024	44634	11-6400-7000	MIS DEPARTMENT	Cover Faceplate	4.99
MAYCO ACE HARDW	08/13/2024	44634	11-6400-7000	MIS DEPARTMENT	1/2 set screw connector	1.59
MAYCO ACE HARDW	08/13/2024	44634	11-6400-7000	MIS DEPARTMENT	EMT 1/2 strap 3 pack	6.36
MAYCO ACE HARDW	08/13/2024	44634	11-6400-7000	MIS DEPARTMENT	electrial box	7.98
MAYCO ACE HARDW	08/16/2024	44676	11-7100-6480	FACILITIES AND	FUSE FOR ARNOLD ARENA AC	22.99
MAYCO ACE HARDW	08/21/2024	44727	11-6800-1470	FOUNDATION	KEYS FOR OFFICES AND DOORS	69.62
MAYCO ACE HARDW	08/21/2024	44732	11-5530-7000	RODEO	BUNGEE CORDS AND TIE DOWNS	15.77
						193.24
MCCOOK COMMUNIT	08/08/2024	44600	11-5520-6010	VOLLEYBALL	TOURNAMENT FEE 8/30/24	500.00
						500.00
MCGRAW-HILL INC	07/15/2024	44373	81-8100-8580	BOOKSTORE	bio/a&p codes	2,400.00
MCGRAW-HILL INC	08/15/2024	44658	81-8100-8580	BOOKSTORE	remaining bio	3,749.20
MCGRAW-HILL INC	08/15/2024	44658	81-8100-8580	BOOKSTORE	physical science codes	3,500.00
MCGRAW-HILL INC	08/21/2024	44735	81-8100-8580	BOOKSTORE	a&p codes #2	835.00

Fort Scott Community College  
Purchase Orders Issued  
between 07/12/2024 to 08/21/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
						10,484.20
MEDCO SUPPLY	08/01/2024	44540	11-5503-7000	ATHLETIC TRAINI	POWERFLEX 2" 6YD 24 PACK	75.18
MEDCO SUPPLY	08/01/2024	44540	11-5503-7000	ATHLETIC TRAINI	MEDI KIT MULE BLACK	505.70
MEDCO SUPPLY	08/01/2024	44540	11-5503-7000	ATHLETIC TRAINI	POWERAID BRANDED CUPS 2000/CS	421.10
MEDCO SUPPLY	08/01/2024	44540	11-5503-7000	ATHLETIC TRAINI	DELUXE ELASTIC BANDAGE	40.34
MEDCO SUPPLY	08/01/2024	44540	11-5503-7000	ATHLETIC TRAINI	DELUXE BANDAGE 6"	55.44
MEDCO SUPPLY	08/01/2024	44540	11-5503-7000	ATHLETIC TRAINI	ALCOHOL PREP PADS	17.90
MEDCO SUPPLY	08/01/2024	44540	11-5503-7000	ATHLETIC TRAINI	CUPPING SET	44.23
MEDCO SUPPLY	08/01/2024	44540	11-5503-7000	ATHLETIC TRAINI	POWERFLEX TAPE LIGHT BLUE 24/C	150.36
MEDCO SUPPLY	08/01/2024	44540	11-5503-7000	ATHLETIC TRAINI	POWERFLEX TAPE WHITE 24/C	150.36
MEDCO SUPPLY	08/01/2024	44540	11-5503-7000	ATHLETIC TRAINI	POWERFLEX TAPE BLACK 24/C	150.36
MEDCO SUPPLY	08/01/2024	44540	11-5503-7000	ATHLETIC TRAINI	THERABAND TAPE BLACK	242.04
MEDCO SUPPLY	08/01/2024	44540	11-5503-7000	ATHLETIC TRAINI	THERABAND TAPE PINK/WHITE 20PK	49.55
MEDCO SUPPLY	08/01/2024	44540	11-5503-7000	ATHLETIC TRAINI	POWERAID BRANDED TOWELS 24/C	201.76
MEDCO SUPPLY	08/01/2024	44540	11-5503-7000	ATHLETIC TRAINI	TONGUE DEPRESSOR	4.86
MEDCO SUPPLY	08/01/2024	44540	11-5503-7000	ATHLETIC TRAINI	DERMABOND ADVANCED	195.12
MEDCO SUPPLY	08/01/2024	44540	11-5503-7000	ATHLETIC TRAINI	WEBSLIDE PROFESSIONAL STAINLES	398.00
MEDCO SUPPLY	08/01/2024	44540	11-5503-7000	ATHLETIC TRAINI	FREIGHT	197.27
						2,899.57
MELLENDEZ-TREJO:	08/13/2024	44637	25-2544-6645	HEP 2024-25	HEP Yr4 July'24 Time Log	126.00
						126.00
MERCHANTS FLEET	08/13/2024	44636	11-6500-6410	LOGISTICS	VAN 851279 JULY RENT	890.40
MERCHANTS FLEET	08/13/2024	44636	11-6500-6410	LOGISTICS	VAN 851279 AUGUST RENT	890.40
MERCHANTS FLEET	08/13/2024	44636	11-6500-6410	LOGISTICS	VAN 851279 CREDIT FROM 23-24	2,671.20
MERCHANTS FLEET	08/13/2024	44636	11-6500-6410	LOGISTICS	VAN 851278 JULY RENT	890.40
MERCHANTS FLEET	08/13/2024	44636	11-6500-6410	LOGISTICS	VAN 851278 AUGUST RENT	890.40
MERCHANTS FLEET	08/13/2024	44636	11-6500-6410	LOGISTICS	VAN 851224 JULY RENT	890.40
MERCHANTS FLEET	08/13/2024	44636	11-6500-6410	LOGISTICS	VAN 851224 AUGUST RENT	890.00
						2,670.80
MIAMI COUNTY FA	07/16/2024	44397	11-1129-6160	PAOLA	MIAMI COUNTY FAIR PROJECT	300.00
						300.00
MOO: BAH BLU	07/16/2024	44410	26-3814-7480	CAMP 2024-25	JULY STUDENT STIPEND	125.00
MOO: BAH BLU	07/16/2024	44410	26-3814-7460	CAMP 2024-25	JULY MEALS STIPEND	50.00
						175.00
MORROW: ANDREW	07/23/2024	44460	11-5525-6020	BASEBALL	HOTEL REIMBURSEMENT 7/8-7/11	280.87
MORROW: ANDREW	07/23/2024	44460	11-5525-6020	BASEBALL	BRAUMS LUNCH 7/8	23.50



Fort Scott Community College  
Purchase Orders Issued  
between 07/12/2024 to 08/21/2024

Vendor Name	PO	Date	PO #	Account #	Description	Description	Amount
MORROW: ANDREW	07/23/2024	44460	11-5525-6020	BASEBALL	CHICK-FIL-A LUNCH 7/9		19.81
MORROW: ANDREW	07/23/2024	44460	11-5525-6020	BASEBALL	CHIPOTLE DINNER 7/9		24.57
MORROW: ANDREW	07/23/2024	44460	11-5525-6020	BASEBALL	JERSEY MIKES SUB LUNCH 7/10		20.78
MORROW: ANDREW	07/23/2024	44460	11-5525-6020	BASEBALL	CHIPOTLE DINNER 7/10		24.03
MORROW: ANDREW	07/23/2024	44460	11-5525-6020	BASEBALL	PANDA EXPRESS LUNCH 7/11		22.84
MORROW: ANDREW	07/23/2024	44460	11-5525-6020	BASEBALL	SUBWAY DINNER 7/11		18.59
MORROW: ANDREW	07/24/2024	44470	11-5525-6020	BASEBALL	LUNCH 6/13/24 ARKANSAS		10.96
MORROW: ANDREW	07/24/2024	44470	11-5525-6020	BASEBALL	DINNER 6/13/24 ARKANSAS		29.65
MORROW: ANDREW	07/24/2024	44470	11-5525-6020	BASEBALL	LUNCH 6/14 ARKANSAS		25.65
MORROW: ANDREW	07/24/2024	44470	11-5525-6020	BASEBALL	HOTEL 2 NIGHTS 6/13&6/14 AR		273.41
MORROW: ANDREW	07/24/2024	44470	11-5525-6020	BASEBALL	LUNCH 6/15/24 ARKANSAS		11.06
MORROW: ANDREW	07/24/2024	44470	11-5525-6020	BASEBALL	DINNER 6/15/24 JOPLIN MO		10.23
							795.95
MPH DEVELOPMENT	07/18/2024	44428	11-1129-6410	PAOLA	JULY RENT		8,888.00
MPH DEVELOPMENT	07/18/2024	44428	11-1129-6410	PAOLA	RE TAXES REIMBURSEMENT		2,282.00
MPH DEVELOPMENT	07/18/2024	44428	11-1129-6340	PAOLA	EVERGY		1,318.01
MPH DEVELOPMENT	07/18/2024	44428	11-1129-6340	PAOLA	EVERGY METER 2		44.12
MPH DEVELOPMENT	07/18/2024	44428	11-1129-6320	PAOLA	CITY OF PAOLA		204.02
MPH DEVELOPMENT	07/18/2024	44428	11-1129-6320	PAOLA	WASTE MANAGEMENT		433.09
MPH DEVELOPMENT	07/18/2024	44428	11-1129-6330	PAOLA	KANSAS GAS SUITE 100		85.56
MPH DEVELOPMENT	07/18/2024	44428	11-1129-6330	PAOLA	KANSAS GAS SUITE 200		51.25
MPH DEVELOPMENT	07/18/2024	44428	11-1129-7030	PAOLA	GENERAL MAINTENANCE		125.00
MPH DEVELOPMENT	08/19/2024	44706	11-1129-6340	PAOLA	AUGUST EVERGY METER 2		49.72
MPH DEVELOPMENT	08/19/2024	44706	11-1129-6340	PAOLA	AUGUST EVERGY		1,779.86
MPH DEVELOPMENT	08/19/2024	44706	11-1129-6320	PAOLA	AUGUST WATER AND SEWER		195.04
MPH DEVELOPMENT	08/19/2024	44706	11-1129-6320	PAOLA	AUGUST WASTE MANAGEMENT		433.09
MPH DEVELOPMENT	08/19/2024	44706	11-1129-6330	PAOLA	AUGUST GAS STE 100		92.85
MPH DEVELOPMENT	08/19/2024	44706	11-1129-6330	PAOLA	AUGUST GAS STE 200		52.00
MPH DEVELOPMENT	08/19/2024	44706	11-1129-6410	PAOLA	AUGUST RENT		8,888.00
MPH DEVELOPMENT	08/19/2024	44706	11-1129-6410	PAOLA	AUGUST RE TAXES		2,282.00
MPH DEVELOPMENT	08/19/2024	44706	11-1129-7030	PAOLA	AUGUST GENERAL MAINTENANCE		125.00
							27,328.61
NASFAA	07/15/2024	44377	11-5200-6810	FINANCIAL AID	ANNUAL MEMBERSHIP DUES 24/25		1,616.00
							1,616.00
NC-SARA	08/19/2024	44692	11-4200-6810	ACADEMIC ADMINI	NC-SARA PARTICIPATION FEE		2,200.00
							2,200.00
O'REILLY AUTO P	07/16/2024	44393	12-1206-7020	JOHN DEERE PROG	floor dry, hoses, belt,		100.00
O'REILLY AUTO P	08/06/2024	44567	12-1206-7020	JOHN DEERE PROG	refrigerant bottles		730.00
O'REILLY AUTO P	08/21/2024	44719	11-7100-6460	FACILITIES AND	STARTER FOR RED WORK TRUCK		172.00
							1,002.00

Fort Scott Community College  
Purchase Orders Issued  
between 07/12/2024 to 08/21/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
ODP BUSINESS SO	08/13/2024	44615	11-6600-6152	PRINT SHOP	Office supplies	400.00
						400.00
Page: Jentry	08/13/2024	44642	25-2544-6645	HEP 2024-25	HEP Yr3 July'24 Time Log	880.00
Page: Jentry	08/13/2024	44642	25-2544-6149	HEP 2024-25	HEP Yr4 Phone Stipend	50.00
						930.00
PAOLA ADULT EDU	08/07/2024	44588	12-0000-4291	UNCLASSIFIED	GED TEST/MATERIAL	172.00
PAOLA ADULT EDU	08/07/2024	44588	12-0000-4291	UNCLASSIFIED	GED TEST/MATERIAL	172.00
PAOLA ADULT EDU	08/07/2024	44588	12-0000-4291	UNCLASSIFIED	GED ACCELERATOR	500.00
PAOLA ADULT EDU	08/07/2024	44588	12-0000-4291	UNCLASSIFIED	GED ACCELERATOR	500.00
						1,344.00
Parker: Clayton	08/21/2024	44739	11-5530-7000	RODEO	ROUND BALES OF HAY	2,460.00
						2,460.00
Parker: Darrell	08/21/2024	44738	11-5530-7000	RODEO	ROUND BALES OF HAY	3,780.00
						3,780.00
PAW: NAW MU	07/16/2024	44409	26-3814-7480	CAMP 2024-25	DIFF AMT PAID IN JUNE FOR JULY	25.00
						25.00
PAYNE'S INC	07/30/2024	44479	12-1744-6480	CDL	Repairs to the freight liners	450.00
PAYNR'S TNC	08/02/2024	44556	12-1744-6480	CDL	Exhaust repair of 2019 kenwort	1,002.41
						1,452.41
PEST X SOLUTION	07/15/2024	44358	11-7100-6660	FACILITIES AND	MAIN CAMPUS JUNE	500.00
PEST X SOLUTION	07/15/2024	44358	11-7100-6660	FACILITIES AND	BASEBALL COMPLEX JUNE	25.00
PEST X SOLUTION	07/15/2024	44358	11-7100-6660	FACILITIES AND	HILL STREET JUNE	50.00
PEST X SOLUTION	07/15/2024	44358	12-1206-6660	JOHN DEERE PROG	JOHN DEERE JUNE	50.00
PEST X SOLUTION	07/15/2024	44358	12-1202-6660	HARLEY DAVIDSON	HARLEY JUNE	75.00
PEST X SOLUTION	07/15/2024	44358	83-8384-6660	GREYHOUND LODGE	LODGE MAY	75.00
PEST X SOLUTION	07/15/2024	44358	83-8387-6660	GARRISON APARTM	GARRISON JUNE	50.00
PEST X SOLUTION	07/15/2024	44358	84-8400-6660	FOODSERVICE/DIN	KITCHEN JUNE	100.00
PEST X SOLUTION	07/15/2024	44359	11-7100-6660	FACILITIES AND	MAIN CAMPUS MAY	500.00
PEST X SOLUTION	07/15/2024	44359	11-7100-6660	FACILITIES AND	BASEBALL COMPLEX MAY	25.00
PEST X SOLUTION	07/15/2024	44359	11-7100-6660	FACILITIES AND	HILL STREET MAY	50.00
PEST X SOLUTION	07/15/2024	44359	12-1206-6660	JOHN DEERE PROG	JOHN DEERE MAY	50.00
PEST X SOLUTION	07/15/2024	44359	12-1202-6660	HARLEY DAVIDSON	HARLEY MAY	75.00
PEST X SOLUTION	07/15/2024	44359	83-8384-6660	GREYHOUND LODGE	LODGE MAY	75.00
PEST X SOLUTION	07/15/2024	44359	83-8387-6660	GARRISON APARTM	GARRISON MAY	50.00

Fort Scott Community College  
Purchase Orders Issued  
between 07/12/2024 to 08/21/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
PEST X SOLUTION	07/15/2024	44359	84-8400-6660	FOODSERVICE/DIN	KITCHEN MAY	100.00
PEST X SOLUTION	07/15/2024	44360	11-7100-6660	FACILITIES AND	MAIN CAMPUS APRIL	500.00
PEST X SOLUTION	07/15/2024	44360	11-7100-6660	FACILITIES AND	BASEBALL COMPLEX APRIL	25.00
PEST X SOLUTION	07/15/2024	44360	11-7100-6660	FACILITIES AND	HILL STREET APRIL	50.00
PEST X SOLUTION	07/15/2024	44360	12-1206-6660	JOHN DEERE PROG	JOHN DEERE APRIL	50.00
PEST X SOLUTION	07/15/2024	44360	12-1202-6660	HARLEY DAVIDSON	HARLEY APRIL	75.00
PEST X SOLUTION	07/15/2024	44360	83-8384-6660	GREYHOUND LODGE	LODGE APRIL	75.00
PEST X SOLUTION	07/15/2024	44360	83-8387-6660	GARRISON APARTM	GARRISON APRIL	50.00
PEST X SOLUTION	07/15/2024	44360	84-8400-6660	FOODSERVICE/DIN	KITCHEN APRIL	100.00
PEST X SOLUTION	07/15/2024	44361	11-7100-6660	FACILITIES AND	MAIN CAMPUS MARCH	500.00
PEST X SOLUTION	07/15/2024	44361	11-7100-6660	FACILITIES AND	BASEBALL COMPLEX MARCH	25.00
PEST X SOLUTION	07/15/2024	44361	11-7100-6660	FACILITIES AND	HILL STREET MARCH	50.00
PEST X SOLUTION	07/15/2024	44361	12-1206-6660	JOHN DEERE PROG	JOHN DEERE MARCH	50.00
PEST X SOLUTION	07/15/2024	44361	12-1202-6660	HARLEY DAVIDSON	HARLEY MARCH	75.00
PEST X SOLUTION	07/15/2024	44361	83-8384-6660	GREYHOUND LODGE	LODGE MARCH	75.00
PEST X SOLUTION	07/15/2024	44361	83-8387-6660	GARRISON APARTM	GARRISON MARCH	50.00
PEST X SOLUTION	07/15/2024	44361	84-8400-6660	FOODSERVICE/DIN	KITCHEN MARCH	100.00
PEST X SOLUTION	07/15/2024	44362	11-7100-6660	FACILITIES AND	MAIN CAMPUS FEBRUARY	500.00
PEST X SOLUTION	07/15/2024	44362	11-7100-6660	FACILITIES AND	BASEBALL COMPLEX FEBRUARY	25.00
PEST X SOLUTION	07/15/2024	44362	11-7100-6660	FACILITIES AND	HILL STREET FEBRUARY	50.00
PEST X SOLUTION	07/15/2024	44362	12-1206-6660	JOHN DEERE PROG	JOHN DEERE FEBRUARY	50.00
PEST X SOLUTION	07/15/2024	44362	12-1202-6660	HARLEY DAVIDSON	HARLEY FEBRUARY	75.00
PEST X SOLUTION	07/15/2024	44362	83-8384-6660	GREYHOUND LODGE	LODGE FEBRUARY	75.00
PEST X SOLUTION	07/15/2024	44362	83-8387-6660	GARRISON APARTM	GARRISON FEBRUARY	50.00
PEST X SOLUTION	07/15/2024	44362	84-8400-6660	FOODSERVICE/DIN	KITCHEN FEBRUARY	100.00
PEST X SOLUTION	07/15/2024	44363	11-7100-6660	FACILITIES AND	MAIN CAMPUS JANUARY	500.00
PEST X SOLUTION	07/15/2024	44363	11-7100-6660	FACILITIES AND	BASEBALL COMPLEX JANUARY	25.00
PEST X SOLUTION	07/15/2024	44363	11-7100-6660	FACILITIES AND	HILL STREET JANUARY	50.00
PEST X SOLUTION	07/15/2024	44363	12-1206-6660	JOHN DEERE PROG	JOHN DEERE JANUARY	50.00
PEST X SOLUTION	07/15/2024	44363	12-1202-6660	HARLEY DAVIDSON	HARLEY JANUARY	75.00
PEST X SOLUTION	07/15/2024	44363	83-8384-6660	GREYHOUND LODGE	LODGE JANUARY	75.00
PEST X SOLUTION	07/15/2024	44363	83-8387-6660	GARRISON APARTM	GARRISON JANUARY	50.00
PEST X SOLUTION	07/15/2024	44363	84-8400-6660	FOODSERVICE/DIN	KITCHEN JANUARY	100.00
PEST X SOLUTION	07/15/2024	44364	11-7100-6660	FACILITIES AND	MAIN CAMPUS DECEMBER	500.00
PEST X SOLUTION	07/15/2024	44364	11-7100-6660	FACILITIES AND	BASEBALL COMPLEX DECEMBER	25.00
PEST X SOLUTION	07/15/2024	44364	11-7100-6660	FACILITIES AND	HILL STREET DECEMBER	50.00
PEST X SOLUTION	07/15/2024	44364	12-1206-6660	JOHN DEERE PROG	JOHN DEERE DECEMBER	50.00
PEST X SOLUTION	07/15/2024	44364	12-1202-6660	HARLEY DAVIDSON	HARLEY DECEMBER	75.00
PEST X SOLUTION	07/15/2024	44364	83-8384-6660	GREYHOUND LODGE	LODGE DECEMBER	75.00
PEST X SOLUTION	07/15/2024	44364	83-8387-6660	GARRISON APARTM	GARRISON DECEMBER	50.00
PEST X SOLUTION	07/15/2024	44364	84-8400-6660	FOODSERVICE/DIN	KITCHEN DECEMBER	100.00
PEST X SOLUTION	07/15/2024	44365	11-7100-6660	FACILITIES AND	MAIN CAMPUS NOVEMBER	500.00
PEST X SOLUTION	07/15/2024	44365	11-7100-6660	FACILITIES AND	BASEBALL COMPLEX NOVEMBER	25.00
PEST X SOLUTION	07/15/2024	44365	11-7100-6660	FACILITIES AND	HILL STREET NOVEMBER	50.00
PEST X SOLUTION	07/15/2024	44365	12-1206-6660	JOHN DEERE PROG	JOHN DEERE NOVEMBER	50.00
PEST X SOLUTION	07/15/2024	44365	12-1202-6660	HARLEY DAVIDSON	HARLEY NOVEMBER	75.00
PEST X SOLUTION	07/15/2024	44365	83-8384-6660	GREYHOUND LODGE	LODGE NOVEMBER	75.00
PEST X SOLUTION	07/15/2024	44365	83-8387-6660	GARRISON APARTM	GARRISON NOVEMBER	50.00

Fort Scott Community College  
Purchase Orders Issued  
between 07/12/2024 to 08/21/2024

Vendor Name	PO	Date	PO #	Account #	Description	Description	Amount
PEST X SOLUTION	07/15/2024	44365	84-8400-6660	FOODSERVICE/DIN	KITCHEN NOVEMBER		100.00
PEST X SOLUTION	07/15/2024	44366	11-7100-6660	FACILITIES AND	MAIN CAMPUS OCTOBER		500.00
PEST X SOLUTION	07/15/2024	44366	11-7100-6660	FACILITIES AND	BASEBALL COMPLEX OCTOBER		25.00
PEST X SOLUTION	07/15/2024	44366	11-7100-6660	FACILITIES AND	HILL STREET OCTOBER		50.00
PEST X SOLUTION	07/15/2024	44366	12-1206-6660	JOHN DEERE PROG	JOHN DEERE OCTOBER		50.00
PEST X SOLUTION	07/15/2024	44366	12-1202-6660	HARLEY DAVIDSON	HARLEY OCTOBER		75.00
PEST X SOLUTION	07/15/2024	44366	83-8384-6660	GREYHOUND LODGE	LODGE OCTOBER		75.00
PEST X SOLUTION	07/15/2024	44366	83-8387-6660	GARRISON APARTM	GARRISON OCTOBER		50.00
PEST X SOLUTION	07/15/2024	44366	84-8400-6660	FOODSERVICE/DIN	KITCHEN OCTOBER		100.00
PEST X SOLUTION	07/15/2024	44367	11-7100-6660	FACILITIES AND	MAIN CAMPUS SEPTEMBER		500.00
PEST X SOLUTION	07/15/2024	44367	11-7100-6660	FACILITIES AND	BASEBALL COMPLEX SEPTEMBER		25.00
PEST X SOLUTION	07/15/2024	44367	11-7100-6660	FACILITIES AND	HILL STREET SEPTEMBER		50.00
PEST X SOLUTION	07/15/2024	44367	12-1206-6660	JOHN DEERE PROG	JOHN DEERE SEPTEMBER		50.00
PEST X SOLUTION	07/15/2024	44367	12-1202-6660	HARLEY DAVIDSON	HARLEY SEPTEMBER		75.00
PEST X SOLUTION	07/15/2024	44367	83-8384-6660	GREYHOUND LODGE	LODGE SEPTEMBER		75.00
PEST X SOLUTION	07/15/2024	44367	83-8387-6660	GARRISON APARTM	GARRISON SEPTEMBER		50.00
PEST X SOLUTION	07/15/2024	44367	84-8400-6660	FOODSERVICE/DIN	KITCHEN SEPTEMBER		100.00
PEST X SOLUTION	07/15/2024	44368	11-7100-6660	FACILITIES AND	MAIN CAMPUS AUGUST		500.00
PEST X SOLUTION	07/15/2024	44368	11-7100-6660	FACILITIES AND	BASEBALL COMPLEX AUGUST		25.00
PEST X SOLUTION	07/15/2024	44368	11-7100-6660	FACILITIES AND	HILL STREET AUGUST		50.00
PEST X SOLUTION	07/15/2024	44368	12-1206-6660	JOHN DEERE PROG	JOHN DEERE AUGUST		50.00
PEST X SOLUTION	07/15/2024	44368	12-1202-6660	HARLEY DAVIDSON	HARLEY AUGUST		75.00
PEST X SOLUTION	07/15/2024	44368	83-8384-6660	GREYHOUND LODGE	LODGE AUGUST		75.00
PEST X SOLUTION	07/15/2024	44368	83-8387-6660	GARRISON APARTM	GARRISON AUGUST		50.00
PEST X SOLUTION	07/15/2024	44368	84-8400-6660	FOODSERVICE/DIN	KITCHEN AUGUST		100.00
PEST X SOLUTION	07/15/2024	44371	11-7100-6660	FACILITIES AND	MAIN CAMPUS JULY		500.00
PEST X SOLUTION	07/15/2024	44371	11-7100-6660	FACILITIES AND	BASEBALL COMPLEX JULY		25.00
PEST X SOLUTION	07/15/2024	44371	11-7100-6660	FACILITIES AND	HILL STREET JULY		50.00
PEST X SOLUTION	07/15/2024	44371	12-1206-6660	JOHN DEERE PROG	JOHN DEERE JULY		50.00
PEST X SOLUTION	07/15/2024	44371	12-1202-6660	HARLEY DAVIDSON	HARLEY JULY		75.00
PEST X SOLUTION	07/15/2024	44371	83-8384-6660	GREYHOUND LODGE	LODGE JULY		75.00
PEST X SOLUTION	07/15/2024	44371	83-8387-6660	GARRISON APARTM	GARRISON JULY		50.00
PEST X SOLUTION	07/15/2024	44371	84-8400-6660	FOODSERVICE/DIN	KITCHEN JULY		100.00
							11,100.00
PHILLIPS 66-COM	07/30/2024	44494	11-1129-6030	PAOLA	Fuel charge		195.86
PHILLIPS 66-COM	07/30/2024	44494	11-4200-6030	ACADEMIC ADMINI	fuel charge		252.68
PHILLIPS 66-COM	07/30/2024	44494	11-5550-6020	TRACK/XC-WOMEN	fuel charge		4.49
PHILLIPS 66-COM	07/30/2024	44494	11-5530-6010	RODEO	fuel charge		496.60
PHILLIPS 66-COM	07/30/2024	44494	11-5550-6020	TRACK/XC-WOMEN	half fuel charge		110.00
PHILLIPS 66-COM	07/30/2024	44494	11-5552-6020	TRACK/XC-MEN	half fuel charge		108.91
PHILLIPS 66-COM	07/30/2024	44494	11-5515-6020	BASKETBALL-WOME	fuel charge		141.91
PHILLIPS 66-COM	07/30/2024	44494	11-6100-6030	PRESIDENT'S OFF	fuel charge		76.78
PHILLIPS 66-COM	07/30/2024	44494	11-6100-6080	PRESIDENT'S OFF	fuel charge		30.73
PHILLIPS 66-COM	07/30/2024	44494	11-6400-6030	MIS DEPARTMENT	fuel charge		27.61
PHILLIPS 66-COM	07/30/2024	44494	12-1205-6011	AG DEPARTMENT	fuel charge		109.29
PHILLIPS 66-COM	07/30/2024	44494	12-1215-6030	FT. SCOTT COSME	fuel charge		133.61

Fort Scott Community College  
Purchase Orders Issued  
between 07/12/2024 to 08/21/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
PHILLIPS 66-COM	07/30/2024	44494	12-1222-6030	CTEC	fuel charge	137.66
PHILLIPS 66-COM	07/30/2024	44494	12-1744-7250	CDL	fuel charge	1,468.14
PHILLIPS 66-COM	07/30/2024	44494	12-3551-7250	HEAVY EQUIPMENT	fuel charge	23.27
PHILLIPS 66-COM	07/30/2024	44494	25-2543-6030	HEP YEAR 3	fuel charge	104.40
PHILLIPS 66-COM	07/30/2024	44494	11-7100-7250	FACILITIES AND	reactivation fee	50.00
PHILLIPS 66-COM	07/30/2024	44494	11-5525-6020	BASEBALL	fuel charge	165.12
PHILLIPS 66-COM	07/30/2024	44494	11-5545-6020	SOFTBALL	fuel charge	114.28
PHILLIPS 66-COM	07/30/2024	44494	11-7100-7250	FACILITIES AND	Rebate	24.56-
						3,726.78
Pippins: Ryan L	07/30/2024	44484	11-5515-6020	BASKETBALL-WOME	FUEL 7/17/24 LOUISVILLE KY	25.01
						25.01
PITNEY BOWES	07/23/2024	44457	11-6600-6153	PRINT SHOP	METER REFIL 6/28	1,000.00
PITNEY BOWES	07/23/2024	44457	11-6600-6153	PRINT SHOP	PERMIT POSTAGE 6/24	1.75
PITNEY BOWES	07/23/2024	44457	11-6600-6153	PRINT SHOP	PERMIT POSTAGE 6/25	1.75
PITNEY BOWES	07/23/2024	44457	11-6600-6153	PRINT SHOP	PERMIT POSTAGE 7/02	1.75
PITNEY BOWES	08/21/2024	44737	11-6600-6153	PRINT SHOP	POSTAGE OVERAGE 8/16/24	18.75
PITNEY BOWES	08/21/2024	44737	11-6850-6150	GORDON PARKS CE	BUSINESS REPLY BY MAIL CHARGE	33.84
PITNEY BOWES	08/21/2024	44737	26-3814-6150	CAMP 2024-25	BUSINESS REPLY MAIL CHARGE	1.88
PITNEY BOWES	08/21/2024	44737	11-5525-6150	BASEBALL	POSTAGE 7/18-8/17	1,541.46
PITNEY BOWES	08/21/2024	44737	11-6200-6150	BUSINESS OFFICE	POSTAGE 7/18-8/17	27.96
PITNEY BOWES	08/21/2024	44737	26-3814-6150	CAMP 2024-25	POSTAGE 7/18-8/17	9.66
PITNEY BOWES	08/21/2024	44737	11-6800-6150	FOUNDATION	POSTAGE 7/18-8/17	1,858.73
PITNEY BOWES	08/21/2024	44737	11-6850-6150	GORDON PARKS CE	POSTAGE 7/18-8/17	277.04
PITNEY BOWES	08/21/2024	44737	25-2544-6150	HEP 2024-25	POSTAGE 7/18-8/17	30.36
PITNEY BOWES	08/21/2024	44737	11-4100-6150	LIBRARY	POSTAGE 7/18-8/17	44.71
PITNEY BOWES	08/21/2024	44737	37-3720-6150	MEP A YEAR 20	POSTAGE 7/18-8/17	4.91
PITNEY BOWES	08/21/2024	44737	11-5350-6150	ADMISSIONS	POSTAGE 7/18-8/17	202.41
PITNEY BOWES	08/21/2024	44737	11-5503-6150	ATHLETIC TRAINI	POSTAGE 7/18-8/17	.69
PITNEY BOWES	08/21/2024	44737	11-5300-6150	REGISTRAR	POSTAGE 7/18-8/17	2.07
						5,059.72
PIVOT POINT	07/16/2024	44404	12-1215-7400	FT. SCOTT COSME 19	cosmo hair kits and books	33,035.97
						33,035.97
RAZAM: WENDY	08/13/2024	44635	37-3961-6030	IOWA PROJECT-11	IA PROJ-WENDY R-JULY 2024	847.50
						847.50
Reasoner: Jenni	08/21/2024	44716	37-3961-6640	IOWA PROJECT-11	IA PROJ-JENNIFER R -AUG 2024	159.60
						159.60

Fort Scott Community College  
Purchase Orders Issued  
between 07/12/2024 to 08/21/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
REGION VI-NJCAA	08/09/2024	44607	11-5500-6810	GENERAL ATHLETI	REGION 6 DUES	750.00
REGION VI-NJCAA	08/09/2024	44607	11-5500-6810	GENERAL ATHLETI	BASEBALL SPORT FEE	525.00
REGION VI-NJCAA	08/09/2024	44607	11-5500-6810	GENERAL ATHLETI	BASKETBALL SPORT FEE-MEN	125.00
REGION VI-NJCAA	08/09/2024	44607	11-5500-6810	GENERAL ATHLETI	BASKETBALL SPORT FEE-WOMEN	125.00
REGION VI-NJCAA	08/09/2024	44607	11-5500-6810	GENERAL ATHLETI	CROSS COUNTY SPORT FEE-MEN	250.00
REGION VI-NJCAA	08/09/2024	44607	11-5500-6810	GENERAL ATHLETI	CROSS COUNTRY SPORT FEE-WOMEN	250.00
REGION VI-NJCAA	08/09/2024	44607	11-5500-6810	GENERAL ATHLETI	SOFTBALL SPORT FEE	375.00
REGION VI-NJCAA	08/09/2024	44607	11-5500-6810	GENERAL ATHLETI	TRACK INDOOR SPORT FEE-MEN	500.00
REGION VI-NJCAA	08/09/2024	44607	11-5500-6810	GENERAL ATHLETI	TRACK INDOOR SPORT FEE-WOMEN	500.00
REGION VI-NJCAA	08/09/2024	44607	11-5500-6810	GENERAL ATHLETI	TRACK OUTDOOR SPORT FEE-MEN	500.00
REGION VI-NJCAA	08/09/2024	44607	11-5500-6810	GENERAL ATHLETI	TRACK OUTDOOR SPORT FEE-WOMEN	500.00
REGION VI-NJCAA	08/09/2024	44607	11-5500-6810	GENERAL ATHLETI	TRACK NATIONAL FEE	1,000.00
REGION VI-NJCAA	08/09/2024	44607	11-5500-6810	GENERAL ATHLETI	VOLLEYBALL SPORT FEE	235.00
						5,635.00
RESPONDUS INC	07/23/2024	44463	12-1240-7010	ALLIED HEALTH	License fee for textbook test	149.00
						149.00
ROBERTSON: SAMU	08/13/2024	44632	37-3961-6030	IOWA PROJECT-11	IA PROJ-SAM R - JULY 2024	64.00
						64.00
Rodriguez: Mari	07/15/2024	44385	37-3961-6640	IOWA PROJECT-11	IA PROJ-MARIA R-JUNE 2024	1,222.60
Rodriguez: Mari	08/16/2024	44673	37-3961-6640	IOWA PROJECT-11	IA PROJ-MARIA H - JULY 2024	1,329.90
						2,552.50
ROGERS BODY SHO	08/19/2024	44704	11-6500-6460	LOGISTICS	Replace broken door glass	200.98
						200.98
RUSSELLVILLE AD	08/13/2024	44645	25-2544-6645	HEP 2024-25	HEP Yr4 Aug.'24 Site Payment	1,500.00
						1,500.00
Ryan: Tonya Lou	08/15/2024	44662	37-3961-6640	IOWA PROJECT-11	IA PROJ-TONYA R-JULY 2024	172.35
						172.35
SCANTRON CORP	08/21/2024	44717	11-4200-6810	ACADEMIC ADMINI	SCANTRON SCANNER	1,020.00
						1,020.00
SCROGGINS: MICA	07/16/2024	44398	26-3814-6030	CAMP 2024-25	REIMBURSE EXP T/M REVIEW OKC	365.82
SCROGGINS: MICA	07/16/2024	44398	26-3814-6643	CAMP 2024-25	TUTOR/MENTOR REVIEW OKC - ATU	209.00
SCROGGINS: MICA	07/30/2024	44487	26-3814-6643	CAMP 2024-25	JULY TUTOR/MENTOR ATU	456.00

Fort Scott Community College  
Purchase Orders Issued  
between 07/12/2024 to 08/21/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
						1,030.82
SEKAN PRINTING	08/05/2024	44557	11-5350-6150	ADMISSIONS	VIEWBOOK DIECUTTING ONLY	525.00
						525.00
SEWARD CO COMMU	08/13/2024	44646	25-2544-6645	HEP 2024-25	HEP Yr4 Aug.'24 Site Payment	1,000.00
						1,000.00
SHELL FLEET PLU	08/05/2024	44564	12-2601-6010	CONSTRUCTION TR	Fuel charge for skills USA	105.33
SHELL FLEET PLU	08/05/2024	44564	11-5530-6010	RODEO	fuel charge	44.15
						149.48
SHERWIN WILLIAM	08/01/2024	44538	11-7100-7000	FACILITIES AND	PAIN T AND ROLLERS FOR PARKING	591.47
SHERWIN WILLIAM	08/02/2024	44552	83-8383-7000	GREYHOUND/BOILE	PAIN T FOR SHOWERS	142.80
SHERWIN WILLIAM	08/07/2024	44571	11-7100-7000	FACILITIES AND	4 INCH ROLLERS FOR PARKING LOT	16.77
SHERWIN WILLIAM	08/08/2024	44595	11-7100-7000	FACILITIES AND	PARKING LOT PAINT	243.21
SHERWIN WILLIAM	08/13/2024	44625	83-8383-6480	GREYHOUND/BOILE	GREYHOUND HALL PARKING PAINT	243.21
SHERWIN WILLIAM	08/13/2024	44638	83-8383-6480	GREYHOUND/BOILE	PAIN T FOR GREYHOUND HALL	40.76
SHERWIN WILLIAM	08/15/2024	44659	11-7100-7000	FACILITIES AND	PARKING LOT PAINT	243.21
						1,521.43
SOE: HEH KU	07/16/2024	44408	26-3814-7480	CAMP 2024-25	DIFF OF AMT PD JUNE FOR JULY	25.00
						25.00
SPORTS IMPORTS	07/30/2024	44514	11-5520-7000	VOLLEYBALL	VOLLEYBALL NET	410.00
						410.00
SPRINGER: TRACY	08/21/2024	44745	11-1000-6260	INSTRUCTION	ROBERT DOYLE REQUESTED	450.00
						450.00
St. Jude's Chil	08/13/2024	44627	70-7020-7000	FACULTY/STAFF F	memorial	35.00
						35.00
STAPLES	08/07/2024	44579	11-6600-6152	PRINT SHOP	office supplies and paper	600.00
STAPLES	08/13/2024	44614	11-6600-6152	PRINT SHOP	Office supplies	400.00
						1,000.00
STATE BEAUTY SU	07/16/2024	44401	12-1215-7020	FT. SCOTT COSME	salon supplies	1,500.00

Fort Scott Community College  
Purchase Orders Issued  
between 07/12/2024 to 08/21/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
STATE BEAUTY SU	08/01/2024	44541	12-1215-7020	FT. SCOTT COSME	weekly state supplies	2,000.00
						3,500.00
Stericycle, Inc	07/30/2024	44495	12-1235-7000	NURSING	Sharp container disposal	816.00
						816.00
STOTTS: COLETTE	08/13/2024	44620	37-3961-6030	IOWA PROJECT-11	IA PROJ - COLLETTE S-JULY 2024	165.00
						165.00
Strickland Bros	07/18/2024	44436	11-6500-6460	LOGISTICS	oil changes	198.98
Strickland Bros	07/30/2024	44530	26-3814-6030	CAMP 2024-25	CAMP HALF OIL CHG ON TRAVERSE	50.00
Strickland Bros	08/01/2024	44536	11-6500-6460	LOGISTICS	Oil changes	400.00
Strickland Bros	08/02/2024	44555	25-2544-6030	HEP 2024-25	HEP Yr4 Traverse Oil Change	50.00
						698.98
SUN GRAPHICS	07/15/2024	44384	12-1202-7400	HARLEY DAVIDSON	Harley Fundamental Manuals	2,315.00
						2,315.00
SURENCY LIFE &	08/01/2024	44539	11-6140-6642	HUMAN RESOURCES	JULY COBRA	100.80
SURENCY LIFE &	08/01/2024	44539	11-6140-6642	HUMAN RESOURCES	AUGUST COBRA	100.80
SURENCY LIFE &	08/01/2024	44539	11-6140-6642	HUMAN RESOURCES	SEPTEMBER COBRA	100.80
SURENCY LIFE &	08/01/2024	44539	11-6140-6642	HUMAN RESOURCES	OCTOBER COBRA	100.80
SURENCY LIFE &	08/01/2024	44539	11-6140-6642	HUMAN RESOURCES	NOVEMBER COBRA	100.80
SURENCY LIFE &	08/01/2024	44539	11-6140-6642	HUMAN RESOURCES	DECEMBER COBRA	100.80
SURENCY LIFE &	08/01/2024	44539	11-6140-6642	HUMAN RESOURCES	JANUARY COBRA	100.80
SURENCY LIFE &	08/01/2024	44539	11-6140-6642	HUMAN RESOURCES	FEBRUARY COBRA	100.80
SURENCY LIFE &	08/01/2024	44539	11-6140-6642	HUMAN RESOURCES	MARCH COBRA	100.80
SURENCY LIFE &	08/01/2024	44539	11-6140-6642	HUMAN RESOURCES	APRIL COBRA	100.80
SURENCY LIFE &	08/01/2024	44539	11-6140-6642	HUMAN RESOURCES	MAY COBRA	100.80
SURENCY LIFE &	08/01/2024	44539	11-6140-6642	HUMAN RESOURCES	JUNE COBRA	100.80
SURENCY LIFE &	08/06/2024	44565	11-0000-1470	UNCLASSIFIED	Delta Dental Laurie Stewart	47.79
						1,257.39
TALON POWERSPOR	07/24/2024	44473	12-1202-7020	HARLEY DAVIDSON	JULY TIME CLOCK	195.00
TALON POWERSPOR	07/24/2024	44473	12-1202-7020	HARLEY DAVIDSON	AUGUST TIME CLOCK	195.00
TALON POWERSPOR	07/24/2024	44473	12-1202-7020	HARLEY DAVIDSON	SEPTEMBER TIME CLOCK	195.00
TALON POWERSPOR	07/24/2024	44473	12-1202-7020	HARLEY DAVIDSON	OCTOBER TIME CLOCK	195.00
TALON POWERSPOR	07/24/2024	44473	12-1202-7020	HARLEY DAVIDSON	NOVEMBER TIME CLOCK	195.00
TALON POWERSPOR	07/24/2024	44473	12-1202-7020	HARLEY DAVIDSON	DECEMBER TIME CLOCK	195.00
TALON POWERSPOR	07/24/2024	44473	12-1202-7020	HARLEY DAVIDSON	JANUARY TIME CLOCK	195.00
TALON POWERSPOR	07/24/2024	44473	12-1202-7020	HARLEY DAVIDSON	FEBRUARY TIME CLOCK	195.00
TALON POWERSPOR	07/24/2024	44473	12-1202-7020	HARLEY DAVIDSON	MARCH TIME CLOCK	195.00



Fort Scott Community College  
Purchase Orders Issued  
between 07/12/2024 to 08/21/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
TALON POWERSPOR	07/24/2024	44473	12-1202-7020	HARLEY DAVIDSON	APRIL TIME CLOCK	195.00
TALON POWERSPOR	07/24/2024	44473	12-1202-7020	HARLEY DAVIDSON	MAY TIME CLOCK	195.00
TALON POWERSPOR	07/24/2024	44473	12-1202-7020	HARLEY DAVIDSON	JUNE TIME CLOCK	195.00
						-----
						2,340.00
TEAM THREADS	08/19/2024	44680	12-1202-7020	HARLEY DAVIDSON	Harley Instructor Shirts	146.67
						-----
						146.67
TOUCHTONE COMM	08/09/2024	44605	11-7100-6310	FACILITIES AND	8/1-8/31 LONG DISTANCE	36.02
						-----
						36.02
TRI-VALLEY DEVE	07/23/2024	44455	11-6200-6150	BUSINESS OFFICE	JUNE SHREDDING	139.20
TRI-VALLEY DEVE	08/19/2024	44711	11-6200-6150	BUSINESS OFFICE	JULY 2024 SHREDDING	81.00
						-----
						220.20
UMB CARD SERVIC	07/15/2024	44369	81-8100-7000	BOOKSTORE	Sams club renewal	50.00
UMB CARD SERVIC	07/16/2024	44391	11-5515-6020	BASKETBALL-WOME	Ohio Recruiting Packet	154.88
UMB CARD SERVIC	07/16/2024	44395	26-3814-6030	CAMP 2024-25	EXPENSES/ANNUAL HEP/CAMP CONF	500.00
UMB CARD SERVIC	07/16/2024	44396	25-2544-7010	HEP 2024-25	HEP-GED test fees	4.00
UMB CARD SERVIC	07/16/2024	44399	25-2544-6149	HEP 2024-25	HEP Yr 4 Instructor Supplies	182.35
UMB CARD SERVIC	07/16/2024	44402	12-1215-7400	FT. SCOTT COSME	19 apprentice license fees	285.00
UMB CARD SERVIC	07/18/2024	44442	11-5520-6020	VOLLEYBALL	TRISHA RECRUITING MEALS	40.00
UMB CARD SERVIC	07/18/2024	44443	11-5552-6020	TRACK/XC-MEN	PHILIP RECRUITING IN IOWA	347.08
UMB CARD SERVIC	07/18/2024	44443	11-5552-6020	TRACK/XC-MEN	PHILIP RECRUITING IN IOWA MEAL	100.00
UMB CARD SERVIC	07/18/2024	44443	11-5552-6020	TRACK/XC-MEN	PHILIP RECRUITING IN IOWA	35.00
UMB CARD SERVIC	07/18/2024	44444	11-6100-6080	PRESIDENT'S OFF	Gaylord Texan Resort	361.20
UMB CARD SERVIC	07/18/2024	44444	11-6100-6080	PRESIDENT'S OFF	Gaylord Texan Resort/Parking	95.26
UMB CARD SERVIC	07/18/2024	44446	11-5100-7000	ADVISING	JULY/AUGUST TEXT MAGIC	200.00
UMB CARD SERVIC	07/18/2024	44446	11-5100-7000	ADVISING	SEPTEMBER/OCTOBER TEXT MAGIC	200.00
UMB CARD SERVIC	07/18/2024	44446	11-5100-7000	ADVISING	NOVEMBER/DECEMBER TEXT MAGIC	200.00
UMB CARD SERVIC	07/18/2024	44446	11-5100-7000	ADVISING	JANUARY/FEBRUARY TEXT MAGIC	200.00
UMB CARD SERVIC	07/18/2024	44446	11-5100-7000	ADVISING	MARCH/APRIL TEXT MAGIC	200.00
UMB CARD SERVIC	07/18/2024	44446	11-5100-7000	ADVISING	MAY/JUNE TEXT MAGIC	200.00
UMB CARD SERVIC	07/23/2024	44451	11-6600-6152	PRINT SHOP	JUNE ADOBE CHARGE-PRINT SHOP	38.28
UMB CARD SERVIC	07/23/2024	44458	11-6400-6650	MIS DEPARTMENT	www.fortscott.edu domain renew	77.00
UMB CARD SERVIC	07/23/2024	44458	11-6400-6650	MIS DEPARTMENT	Additional if needed	25.00
UMB CARD SERVIC	07/24/2024	44467	11-6400-6650	MIS DEPARTMENT	HARVEST TIME CLOCK LOGGING	648.00
UMB CARD SERVIC	07/24/2024	44468	12-1216-7400	PITTSBURG COSME	PITT COSMO TEST FEES-FINAL	600.00
UMB CARD SERVIC	07/24/2024	44469	11-5525-7000	BASEBALL	JUNE CREDIT CARD CHARGE JBB	1.16
UMB CARD SERVIC	07/24/2024	44469	11-5525-7000	BASEBALL	JUNE CREDIT CARD CHARGE ESPN	10.99
UMB CARD SERVIC	07/24/2024	44475	11-5350-7000	ADMISSIONS	JULY/AUGUST TEXT MAGIC	200.00
UMB CARD SERVIC	07/24/2024	44475	11-5350-7000	ADMISSIONS	SEPTEMBER/OCTOBER TEXT MAGIC	200.00
UMB CARD SERVIC	07/24/2024	44475	11-5350-7000	ADMISSIONS	NOVEMBER/DECEMBER TEXT MAGIC	200.00
UMB CARD SERVIC	07/24/2024	44475	11-5350-7000	ADMISSIONS	JANUARY/FEBRUARY TEXT MAGIC	200.00

Fort Scott Community College  
Purchase Orders Issued  
between 07/12/2024 to 08/21/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
UMB CARD SERVIC	07/24/2024	44475	11-5350-7000	ADMISSIONS	MARCH/APRIL TEXT MAGIC	200.00
UMB CARD SERVIC	07/24/2024	44475	11-5350-7000	ADMISSIONS	MAY/JUNE TEXT MAGIC	200.00
UMB CARD SERVIC	07/24/2024	44476	41-3010-6136	CARL PERKINS GR	KCWE/PERKINS PD/HOLIDAY INN	1,062.00
UMB CARD SERVIC	07/24/2024	44477	25-2544-6030	HEP 2024-25	HEP Yr 4 Lodging	700.00
UMB CARD SERVIC	07/24/2024	44477	25-2544-6030	HEP 2024-25	HEP Yr 4 Meals	500.00
UMB CARD SERVIC	07/24/2024	44478	41-3010-6136	CARL PERKINS GR	Perkins/KCWE/Per Diem	619.50
UMB CARD SERVIC	07/30/2024	44489	41-3010-6136	CARL PERKINS GR	KACTE SUMMER/PERKINS/PER DIEM	118.00
UMB CARD SERVIC	07/30/2024	44493	12-1235-7000	NURSING	Nursing Orientation	100.00
UMB CARD SERVIC	07/30/2024	44500	83-8385-6360	SYCAMORE GROVE	FINAL WIFI PAYMENTS	188.06
UMB CARD SERVIC	07/30/2024	44500	83-8384-6360	GREYHOUND LODGE	OPTIMUM 7/17-8/16	465.90
UMB CARD SERVIC	07/30/2024	44501	11-5530-6010	RODEO	NWOSU RODEO MEALS 10/31-11/2	160.00
UMB CARD SERVIC	07/30/2024	44501	11-5530-6010	RODEO	NWOSU RODEO HOTEL 10/31-11/2	800.00
UMB CARD SERVIC	07/30/2024	44502	11-5530-6010	RODEO	OSU RODEO MEALS 10/17-10/19	160.00
UMB CARD SERVIC	07/30/2024	44502	11-5530-6010	RODEO	OSU RODEO HOTELS 10/17-10/19	800.00
UMB CARD SERVIC	07/30/2024	44503	11-5530-6010	RODEO	SEOSU RODEO MEALS 9/26-9/28	160.00
UMB CARD SERVIC	07/30/2024	44503	11-5530-6010	RODEO	SEOSU HOTELS 9/26-9/28	800.00
UMB CARD SERVIC	07/30/2024	44504	11-5530-6010	RODEO	COLBY RODEO MEALS 9/12-9/14	160.00
UMB CARD SERVIC	07/30/2024	44504	11-5530-6010	RODEO	COLBY RODEO HOTELS 9/12-9/14	800.00
UMB CARD SERVIC	07/30/2024	44510	11-5530-6010	RODEO	MEALS FOR KSU RODEO 9/6-9/8	160.00
UMB CARD SERVIC	07/30/2024	44510	11-5530-6010	RODEO	HOTELS FOR KSU 9/6-9/8	800.00
UMB CARD SERVIC	07/30/2024	44513	11-5500-8500	GENERAL ATHLETI	EMEET STREAM CAM SET OF 3	539.99
UMB CARD SERVIC	07/30/2024	44515	11-5520-7000	VOLLEYBALL	MOLTEN VOLLEYBALLS	284.92
UMB CARD SERVIC	07/30/2024	44516	11-5520-6010	VOLLEYBALL	MSU TOURNAMENT MEALS	240.00
UMB CARD SERVIC	07/30/2024	44516	11-5520-6010	VOLLEYBALL	MSU TOURNAMENT HOTELS	610.40
UMB CARD SERVIC	07/30/2024	44517	11-5520-6010	VOLLEYBALL	MEALS FOR MARSHALLTON 9/6-9/7	480.00
UMB CARD SERVIC	07/30/2024	44517	11-5520-6010	VOLLEYBALL	HOTELS FOR MARSHALLTON 9/6-9/7	1,340.70
UMB CARD SERVIC	07/30/2024	44518	11-5520-6010	VOLLEYBALL	MEALS FOR MCCOOK TOURNEY 8/30	480.00
UMB CARD SERVIC	07/30/2024	44518	11-5520-6010	VOLLEYBALL	HOTELS FOR MCCOOK TOURNEY 8/30	1,242.60
UMB CARD SERVIC	07/30/2024	44519	11-5520-6010	VOLLEYBALL	MEALS FOR SCRIMMAGE 8/17	240.00
UMB CARD SERVIC	07/30/2024	44528	11-5525-6020	BASEBALL	DINNER IN TOPEKA-RECRUITING	15.00
UMB CARD SERVIC	07/30/2024	44529	26-3814-6260	CAMP 2024-25	ORIENTATION SNACKS/2 SITES	200.00
UMB CARD SERVIC	07/30/2024	44529	26-3814-6030	CAMP 2024-25	ORIENTATION TRIP / HOTEL	529.36
UMB CARD SERVIC	07/30/2024	44529	26-3814-6030	CAMP 2024-25	ORIENTATION TRAVEL-MEALS	300.00
UMB CARD SERVIC	08/01/2024	44532	11-6100-6150	PRESIDENT'S OFF	Canva Printing-Athletic Passes	300.00
UMB CARD SERVIC	08/01/2024	44533	26-3814-7010	CAMP 2024-25	TSC BACKPACK SUPPLIES	330.43
UMB CARD SERVIC	08/01/2024	44534	25-2544-6023	HEP 2024-25	HEP Yr4 Facebook.com Ads	250.00
UMB CARD SERVIC	08/01/2024	44544	12-2604-7020	WELDING-PAOLA	OSHA 10 TESTS	800.00
UMB CARD SERVIC	08/01/2024	44545	12-2603-7020	WELDING-FT SCOT	OSHA 10 TESTS	640.00
UMB CARD SERVIC	08/01/2024	44546	12-2602-7020	WELDING-CTEC	OSHA 10 TESTS	1,280.00
UMB CARD SERVIC	08/01/2024	44547	12-1230-7020	S.T.A.R.S.	OSHA 10 TESTS	1,280.00
UMB CARD SERVIC	08/05/2024	44560	12-7425-7010	EMT	CPR ecards	170.00
UMB CARD SERVIC	08/07/2024	44570	41-3010-6136	CARL PERKINS GR	PERKINS PD/KWEA+KsAWWA CONF.	44.25
UMB CARD SERVIC	08/07/2024	44572	11-6100-6150	PRESIDENT'S OFF	REMAINING CHARGE ON PO 44532	179.00
UMB CARD SERVIC	08/07/2024	44575	11-7100-6360	FACILITIES AND	AUGUST INTERNET MAIN CAMPUS	688.75
UMB CARD SERVIC	08/07/2024	44575	11-7100-6360	FACILITIES AND	INTERNET FIBER AUGUST-JD	120.00
UMB CARD SERVIC	08/07/2024	44578	25-2544-6023	HEP 2024-25	REFUND ON CREDIT CARD	62.66-
UMB CARD SERVIC	08/07/2024	44580	27-2719-7000	TITLE IV/SSS-YE	TextMagic	100.00
UMB CARD SERVIC	08/07/2024	44581	11-5525-7000	BASEBALL	JULY CC CHARGES FOR ESPN	12.15

Fort Scott Community College  
Purchase Orders Issued  
between 07/12/2024 to 08/21/2024

Vendor Name	PO	Date	PO #	Account #	Description	Description	Amount
UMB CARD SERVIC	08/07/2024	44581	11-5525-7000	BASEBALL	AUGUST CC CHARGE ESPN	12.15	
UMB CARD SERVIC	08/07/2024	44581	11-5525-7000	BASEBALL	SEPTEMBER CC CHARGE ESPN	12.15	
UMB CARD SERVIC	08/07/2024	44581	11-5525-7000	BASEBALL	OCTOBER CC CHARGES ESPN	12.15	
UMB CARD SERVIC	08/07/2024	44581	11-5525-7000	BASEBALL	NOVEMBER CC CHARGES ESPN	12.15	
UMB CARD SERVIC	08/07/2024	44581	11-5525-7000	BASEBALL	DECEMBER CC CHARGES ESPN	12.15	
UMB CARD SERVIC	08/07/2024	44581	11-5525-7000	BASEBALL	JANUARY CC CHARGES ESPN	12.15	
UMB CARD SERVIC	08/07/2024	44581	11-5525-7000	BASEBALL	FEBRUARY CC CHARGES ESPN	12.15	
UMB CARD SERVIC	08/07/2024	44581	11-5525-7000	BASEBALL	MARCH CC CHARGES ESPN	12.15	
UMB CARD SERVIC	08/07/2024	44581	11-5525-7000	BASEBALL	APRIL CC CHARGES ESPN	12.15	
UMB CARD SERVIC	08/07/2024	44581	11-5525-7000	BASEBALL	MAY CC CHARGES ESPN	12.15	
UMB CARD SERVIC	08/07/2024	44581	11-5525-7000	BASEBALL	JUNE CC CHARGES ESPN	12.15	
UMB CARD SERVIC	08/07/2024	44584	11-5565-6030	NATIONAL COMPET	23-24 FINALS RODEO HOTELS	7,380.00	
UMB CARD SERVIC	08/07/2024	44585	11-5515-6020	BASKETBALL-WOME	CC CHARGE-OHIO RECRUITING	45.00	
UMB CARD SERVIC	08/07/2024	44585	11-5515-6020	BASKETBALL-WOME	CC CHARGE OHIO RECRUITING	77.44	
UMB CARD SERVIC	08/07/2024	44586	12-1230-7020	S.T.A.R.S.	OSHA 10 TESTS	4,000.00	
UMB CARD SERVIC	08/07/2024	44592	41-3010-6139	CARL PERKINS GR	PERKINS PD/COORD. TRAINING	772.58	
UMB CARD SERVIC	08/07/2024	44592	41-3010-6139	CARL PERKINS GR	PERKINS PD/COORD. TRAINING	147.50	
UMB CARD SERVIC	08/08/2024	44593	41-3010-6136	CARL PERKINS GR	PERKINS-PD/KsAWWA/BREAKFAST	20.00	
UMB CARD SERVIC	08/09/2024	44612	12-1205-6012	AG DEPARTMENT	AMERICAN ROYAL REGISTRATION	250.00	
UMB CARD SERVIC	08/09/2024	44612	12-1205-6012	AG DEPARTMENT	CARGILL HIGH PLAINS	250.00	
UMB CARD SERVIC	08/13/2024	44618	11-7100-6480	FACILITIES AND	CABINET HARDWARE	7.94	
UMB CARD SERVIC	08/13/2024	44618	11-6100-6270	PRESIDENT'S OFF	HLC TSHIRTS	51.80	
UMB CARD SERVIC	08/13/2024	44624	12-2601-7020	CONSTRUCTION TR	4 SHORT GIB	85.40	
UMB CARD SERVIC	08/13/2024	44624	12-2601-7020	CONSTRUCTION TR	HEX SOCKET ROUND HED SCREW	60.90	
UMB CARD SERVIC	08/13/2024	44624	12-2601-7020	CONSTRUCTION TR	LONG GIB	256.20	
UMB CARD SERVIC	08/13/2024	44628	26-3814-7010	CAMP 2024-25	ITEMS FOR STUDENT BACKPACKS	48.00	
UMB CARD SERVIC	08/13/2024	44629	26-3814-7010	CAMP 2024-25	STUDENT CAMP SHIRTS	889.28	
UMB CARD SERVIC	08/13/2024	44641	25-2544-7010	HEP 2024-25	ged TEST FEES	4.00	
UMB CARD SERVIC	08/15/2024	44651	11-7100-6480	FACILITIES AND	OIL FOR NEW ELEVATOR MOTOR	582.89	
UMB CARD SERVIC	08/15/2024	44652	26-3814-7010	CAMP 2024-25	DIFFERENCE/REF PO#44629	82.16	
UMB CARD SERVIC	08/15/2024	44654	83-8383-7000	GREYHOUND/BOILE	MAILBOX KEY BLANKS-BOX OF 50	216.00	
UMB CARD SERVIC	08/15/2024	44654	83-8383-7000	GREYHOUND/BOILE	SHIPPING FOR BLANKS	35.00	
UMB CARD SERVIC	08/15/2024	44660	11-6850-7000	GORDON PARKS CE	Early Bird Registration Fee	45.00	
UMB CARD SERVIC	08/16/2024	44667	41-3010-6523	CARL PERKINS GR	PERKINS MARKETING - KKW FM	600.00	
UMB CARD SERVIC	08/16/2024	44667	41-3010-6523	CARL PERKINS GR	PERKINS MARKETING - FS RADIO	600.00	
UMB CARD SERVIC	08/16/2024	44667	41-3010-6523	CARL PERKINS GR	PERKINS MARKETING - FACEBOOK	1,000.00	
UMB CARD SERVIC	08/16/2024	44678	37-3961-6150	IOWA PROJECT-11	IA PROJ-STORAGEMART #1075 JULY	132.31	
UMB CARD SERVIC	08/16/2024	44678	37-3961-6180	IOWA PROJECT-11	IA PROJ-PROPIO LANG SERV-JULY	734.40	
UMB CARD SERVIC	08/16/2024	44679	25-2543-7010	HEP YEAR 3	HEP Yr4 Rusellville Hotspot	60.00	
UMB CARD SERVIC	08/19/2024	44693	11-5520-6010	VOLLEYBALL	PLAYOFFS 11/6	375.00	
UMB CARD SERVIC	08/19/2024	44694	11-5520-6010	VOLLEYBALL	MSU 10/19	375.00	
UMB CARD SERVIC	08/19/2024	44695	11-5520-6010	VOLLEYBALL	LABETTE CO 10/16	225.00	
UMB CARD SERVIC	08/19/2024	44696	11-5520-6010	VOLLEYBALL	KCK 10/04	225.00	
UMB CARD SERVIC	08/19/2024	44697	11-5520-6010	VOLLEYBALL	JOHNSON COUNTY 9/25	225.00	
UMB CARD SERVIC	08/19/2024	44698	11-5520-6010	VOLLEYBALL	COFFEYVILLE 9/18	225.00	
UMB CARD SERVIC	08/19/2024	44699	11-5520-6010	VOLLEYBALL	MSU TOURNAMENT 9/13	560.00	
UMB CARD SERVIC	08/19/2024	44699	11-5520-6010	VOLLEYBALL	MSU TOURNAMENT 9/13	600.00	
UMB CARD SERVIC	08/19/2024	44700	11-5520-6010	VOLLEYBALL	MARSHALLTOWN CC 9/6-9/7	1,270.00	

Fort Scott Community College  
Purchase Orders Issued  
between 07/12/2024 to 08/21/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
UMB CARD SERVIC	08/19/2024	44700	11-5520-6010	VOLLEYBALL	MARSHALLTOWN 9/6-9/7	750.00
UMB CARD SERVIC	08/19/2024	44702	11-5520-6010	VOLLEYBALL	ALLEN CO GAME 9/4	225.00
UMB CARD SERVIC	08/19/2024	44703	11-5520-6010	VOLLEYBALL	MCCOOK TOURNAMENT (NE) 8/30-8/31	375.00
UMB CARD SERVIC	08/19/2024	44703	11-5520-6010	VOLLEYBALL	MCCOOK TOURNAMENT 8/30-8/31	1,140.00
UMB CARD SERVIC	08/19/2024	44707	11-5503-6023	ATHLETIC TRAINI	PSU FOOTBALL TICKETS	153.00
UMB CARD SERVIC	08/19/2024	44712	12-1215-7400	FT. SCOTT COSME	brooklyn h test fee	150.00
UMB CARD SERVIC	08/19/2024	44713	11-4200-6050	ACADEMIC ADMINI	Inservice Lunch	650.00
UMB CARD SERVIC	08/21/2024	44723	11-5300-6030	REGISTRAR	KACRAO HOTEL	260.00
UMB CARD SERVIC	08/21/2024	44724	11-5350-6030	ADMISSIONS	KACRAO HOTEL	260.00
UMB CARD SERVIC	08/21/2024	44724	11-5350-6030	ADMISSIONS	KACRAO HOTEL	260.00
UMB CARD SERVIC	08/21/2024	44742	11-4200-6050	ACADEMIC ADMINI	Inservice Supplies	22.49
UMB CARD SERVIC	08/21/2024	44746	11-6800-1470	FOUNDATION	CARPET FOR NURSING OFFICES	1,235.00
						55,271.49
UNIVERSITY OF A	07/30/2024	44485	11-6100-6810	PRESIDENT'S OFF	FY25 E LINK MEMBERSHIP	4,386.72
						4,386.72
Williams: Mikae	08/15/2024	44661	37-3961-6640	IOWA PROJECT-11	IA PROJ-MIKAELA W - JULY 2024	356.00
						356.00
WOODRIVER ENERG	07/16/2024	44387	11-7100-6330	FACILITIES AND	JUNE BURKE STREET GAS	59.64
WOODRIVER ENERG	07/16/2024	44387	11-7100-6330	FACILITIES AND	JUNE MAIN CAMPUS GAS	685.86
WOODRIVER ENERG	07/16/2024	44387	11-7100-6330	FACILITIES AND	JUNE EFAC GAS	17.04
WOODRIVER ENERG	08/13/2024	44613	11-7100-6330	FACILITIES AND	JULY SERVICE-BURKE ST	68.16
WOODRIVER ENERG	08/13/2024	44613	11-7100-6330	FACILITIES AND	JULY SERVICE-MAIN CAMPUS	736.98
WOODRIVER ENERG	08/13/2024	44613	11-7100-6330	FACILITIES AND	JULY SERVICE-ELLIS	12.78
						1,580.46
WRIGHT NATIONAL	07/18/2024	44427	83-8384-6210	GREYHOUND LODGE	ANNUAL FLOOD INSURANCE	6,400.00
						6,400.00
Y'BARBO: MASON	08/19/2024	44708	11-7100-7000	FACILITIES AND	BIDEGRADABLE CLEANER 1 GALLON	111.86
						111.86
						891,959.80

## **DISCUSSION ITEMS**

- A. AUTOMATED EXTERNAL DEFIBRILLATOR (AED) POLICY:** A proposed policy and procedure for the use of FSCC's AEDs follows. This policy will be presented for approval at the next board meeting.
  
- B. TRAVEL POLICY:** A proposed policy for general travel. This policy will be presented for approval at the next board meeting.

**Fort Scott Community College**  
Automated External Defibrillator (AED)  
Policy and Procedures  
Addendum to the FSCC Emergency Action Plan (EAP)

## **STATEMENT OF PURPOSE**

Cardiovascular disease is the single greatest cause of death in the United States. Nearly half of these deaths are due to sudden cardiac arrest (SCA) in out-of-hospital settings, including the workplace. Prompt application of the integrated skills of cardiopulmonary resuscitation (CPR) and automated external defibrillation provide victims of SCA with the greatest chance of survival. Therefore, the college recommends AED deployment provided appropriately trained personnel are available.

An AED is used to treat victims who experience sudden cardiac arrest. It is only to be applied to victims who are unconscious, not breathing normally, and show no signs of circulation such as normal breathing, coughing, or movement. The AED will analyze the heart rhythm and advise the operator if a shock-able rhythm is detected. If a shock-able rhythm is detected, the AED will charge to the appropriate energy level and deliver a shock

## **APPLICABLE DOCUMENTS**

- ✓ FSCC Emergency Action Plan
- ✓ FSCC AED Policy and Procedures
- ✓ Kansas Board of Emergency Medical Services Statutes on AED

## **PROGRAM CO-COORDINATORS**

Vanessa Poyner, Dean of Students

Conor Chadwell, Director of Sports Medicine

## **COORDINATOR RESPONSIBILITIES**

- ✓ Communication with CHC of Fort Scott on issues related to the medical emergency response program including post event reviews
- ✓ Coordination of the medical emergency response team (MERT) members and distribution of MERT member lists as required
- ✓ Coordination of training for the MERT members including First Aid/CPR and AED certifications
- ✓ Coordination of equipment and accessory maintenance
- ✓ Review of this policy with all members involved on an annual basis

## **MEDICAL EMERGENCY RESPONSE TEAM (MERT) MEMBER RESPONSIBILITIES**

- ✓ Provide prompt emergency care, including administration of CPR and the AED
- ✓ Understand and comply with the requirements of FSCC's AED policy
- ✓ Follow the more detailed FSCC AED policy/procedures
- ✓ Direct Emergency Medical Service (EMS) personnel to the site of the medical emergency

## **SWITCHBOARD RESPONSIBILITIES**

- ✓ Receiving emergency medical calls from internal FSCC locations
- ✓ Contacting EMS if required (DIAL 911)

- ✓ Deploying the FSCC medical emergency response team (MERT) members to the location of the emergency
- ✓ Directing EMS personnel to the site of the medical emergency
- ✓ Having a list of team members and their phone numbers available at the switchboard desk at all time

### **VOLUNTEER RESPONDER RESPONSIBILITIES**

The extent to which individuals, at their discretion, respond with voluntary assistance to victims of medical emergencies shall be appropriate to their training and experience. The emergency medical response may include:

- ✓ Activating FSCC's emergency response system by calling the switchboard and giving the location of the medical emergency
- ✓ Providing First Aid and/or CPR
- ✓ Activating the AED (only MERT members, or other individuals, who are health care providers legally certified for defibrillator use, may administer the AED)

### **EQUIPMENT**

The AED should be brought to all medical emergencies. The AED should be used on any person who is at least eight years of age and displays ALL the symptoms of cardiac arrest. The AED will be administered only after the following symptoms are confirmed:

- ✓ Victim is unconscious
- ✓ Victim is not breathing
- ✓ Victim has no pulse and/or shows no signs of circulation such as normal breathing, coughing or movement

### **ACTIVATION OF EMS SYSTEM**

The first responder will notify 911 and the Switchboard. If after 5:00 pm, the first on the scene (or designee) will have to activate the Bourbon County EMS by calling 911.

### **LOCATION OF THE AED'S**

- ✓ The FSCC AEDs are located throughout the FSCC campus and are marked with white AED signs with red hearts. An alarm sounds when the cabinet door is opened and silences when the cabinet door is closed.
- ✓ Arnold Arena ---- Athletic Training Room
- ✓ Hill Street Weight Room ---- Outside Office Door
- ✓ Dick Hedges Administration Building ---- Bookstore Entryway
- ✓ Dick Hedges Administration Building ---- Nursing Hallway



- ✓ Bailey Hall ---- Northeast Entryway
- ✓ The AED will have one set of defibrillation electrodes connected to the device and one spare set. The spare set and a resuscitation kit including two pairs of latex-free gloves, one razor, one set of trauma shears, and one facemask barrier device are located inside the lid of the AED case.

**COORDINATION OF MEDICAL EMERGENCY RESPONSE TEAM (MERT)**

**MEMBERS**

MERT members are volunteers and will be included in MERT if they are willing to respond to medical emergencies at FSCC and go through the CPR/AED training.

**MEDICAL EMERGENCY RESPONSE TEAM (MERT) MEMBERS – AED AUTHORITY**

All members must successfully complete an AED training course approved by the state. Training will be provided. MERT members will also be trained in standard precautions against bloodborne pathogens. The Program Coordinator shall maintain training records of all MERT members.

**INITIAL AND REFRESHER TRAINING**

Initial CPR/AED training will be provided to volunteer MERT members. Refresher training will be provided periodically or on an as needed basis; at the minimum, every year per American Heart Association or American Red Cross guidelines.

**MEDICAL RESPONSE DOCUMENTATION**

**INTERNAL POST EVENT DOCUMENTATION**

It is important to document each use of the medical emergency response system. The following forms shall be sent to the Program Coordinator within 24 hours of the medical event. A Serious Incident Report shall be completed by the responding MERT for each accident requiring the use of AED. These forms can be found at fortscott.edu at the bottom of the Report a Problem page.

<https://fortscott.edu/accident/>

**EXTERNAL POST EVENT DOCUMENTATION**

Medical emergencies involving the use of an AED require special documentation.

- ✓ All patient information generated during the AED use must be collected into the patient’s confidential medical file.
- ✓ A copy of the AED use information shall be presented to Vanessa Poyner, Conor Chadwell, and the Bourbon County EMS within 72 hours of the emergency. At a

minimum, event information supplied shall include any recorded data and all electronic files captured by the AED.

### **EMERGENCY EQUIPMENT - ZOLL AED PLUS**

Remember the AED is a fragile device. Care should be used when handling the AED. It should not be dropped, shaken, or stored where it could get wet or exposed to extreme heat. There is a battery check on the exterior that should be checked monthly. An X in the window indicates the batteries are charged. Replacement batteries are ten (10) Type 123 Lithium batteries (Duracell Ultra).

### **EQUIPMENT MAINTENANCE**

All equipment and accessories necessary to support medical emergency response shall be maintained in a state of readiness. FSCC Program Coordinator shall be informed of changes in the availability of the AED. If the AED is withdrawn from service, the Program Coordinator shall be informed and then notified when the AED is returned for service.

- ✓ The Program Coordinator shall be responsible for informing the response team of changes in availability of the AED
- ✓ The Program Coordinator shall be responsible for having regular AED maintenance performed. All maintenance procedures are outlined in the operating instructions. Records will be kept in the Program Coordinator's office.
- ✓ Following use of the AED, all equipment shall be cleaned and/or decontaminated as required. If contamination includes body fluids, the equipment shall be disinfected according to procedure.

### **ANNUAL SYSTEM ASSESSMENT**

Once each calendar year, the Program Coordinator shall conduct and document a system readiness review. The review shall include the following:

- ✓ Training records
- ✓ Operation records and maintenance

### **MONTHLY MONITOR AND SYSTEM CHECKS**

Once each calendar month, the Program Coordinator or designee shall conduct and document a system check. These records shall be retained according to the schedule established for the health and safety function. This check shall include review of the following elements.

- ✓ AED operation and status
- ✓ AED battery life
- ✓ Emergency kit supplies
- ✓ MERT member phone/room number list availability
- ✓ Switchboard checklist availability

**AFTER USE**

- ✓ The Program Coordinator will be responsible for downloading the AED data within 24 (business days) and copies will be sent to EMS and the Medical Advisor. One copy is sent to the Medical Advisor and one copy is kept by the Program Coordinator for FSCC for AED quality assurance records.
- ✓ AED is wiped clean and disinfected according to policy
- ✓ Supplies for cleaning the AED can be found at the receptionist’s desk
- ✓ The Program Coordinator will be responsible for following the manufacturer’s suggestions for maintenance of AED after incident, such as
  - Contents of attached resuscitation kit will be replaced as needed
  - Electrodes will be replaced and reconnected to device
  - Batteries must be replaced

**POST EVENT REVIEW**

Following each deployment of the MERT or use of the AED, a review shall be conducted to learn from the experience. The Program Coordinator shall conduct and document a post event review. All key participants in the event shall participate in the reviews. Included in the review shall be the identification of actions that went well and the collection of opportunities for improvement as well as critical incident stress debriefing. The Program Coordinator, according to the record retention policy, shall maintain a copy of the post event review summary.

**APPROVALS**

<b>FUNCTION</b>	<b>PRINTED NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>
Program Coordinator	_____	_____	_____
Program Coordinator	_____	_____	_____

**CURRENT: TRAVEL EXPENSES (page 30 of current Board Policy)**

The Board will provide reimbursement for expenses incurred in travel related to the performance and duties of college personnel when approved in advance by the appropriate dean. Receipts for transportation, parking, hotels, meals, and other expenses will be attached to expense vouchers. For the authorized use of a personal car, employees will be reimbursed at a mileage rate established by the Board. An employee who plans to use a college car or who expects to receive usage expenses for a private car must submit an application for transportation to the vehicle supervisor. If the employee expects to miss class or other assigned duties, a suitable replacement must be provided or procedure for making up the class time missed before approval for the trip is given. Travel advances will only be issued to employees responsible for the expenses of student groups and must be returned (within 30 days) to the Business Office. The responsible employee will turn in all receipts and the travel expense form to the Business Office within 3 working days of the trip.

**CURRENT: MEAL REIMBURSEMENT POLICY (page 30 of current Board Policy)**

Meals will only be reimbursed by the College if:

The employee is traveling away from home on college business, and the period away from home requires an overnight stay.

OR

The meal expense is incurred during the active conduct of business with someone other than college employees and there is a clear business reason for incurring the expense. Receipts must be itemized and the guests' name(s) written on the receipt along with the purpose of the meeting.

The following items are not reimbursable:

- Beverages, snack items, and desserts not purchased with or as a meal
- Tips in excess of 20%
- Alcoholic beverages, tobacco products and personal items

Meals while at a conference or seminar are limited to a daily allowance of a reasonable amount, including taxes and tips, of \$41 per day for three meals. This allowance is in accordance with the IRS per diem rates. The breakdown of the daily allowance is as follows: Breakfast \$8.00, Lunch \$12.00 and Dinner \$21.00. Reimbursement for other allowable meal expenses are limited to a daily allowance of \$36: Breakfast \$7; Lunch \$11; Dinner \$18. Actual itemized meal receipts must be attached to the expense report for reimbursement.

**SUGGESTED: TRAVEL POLICY (a combination of the travel and meal policy)**

The Board will provide reimbursement for expenses incurred in travel related to the performance and duties of college personnel when it aligns and supports the college mission. Travel requests need approved in advance by the appropriate Director, Dean, Vice President, or designee. All college travel must be submitted no later than 10 days in advance by follow the Travel Procedure set forth by the Business Office. A Travel Request Form along with accompanying purchase order must be approved and a purchase order number assigned before travel is made.

**Purchases and/or travel expenses made without an approved purchase order (in advance) shall be paid for by the employee.**

It is the responsibility of the employee to comply with the Travel Policy and Procedures. The appropriate supervisor will be responsible for accurately reviewing travel documents, for compliance with policy and following all procedures. Propriety should be exercised when incurring travel expenses. Expenses incurred while in official business travel status will be reimbursed only if the expenses are properly authorized, reasonable, and documented. Expenses incurred by a traveler that do not comply with procedures are the responsibility of the traveler. Employees are expected to be fiscally responsible at all times during travel.

If the employee expects to miss class or other assigned duties, a suitable replacement must be provided or procedure for making up the class time missed before approval for the trip is given.

**TRAVEL CREDIT CARD EXPENSES**

Credit cards will be checked out through the Business Office on a per trip basis and are to be used for transportation, parking, hotels, food and emergency use only. Itemized receipts for meals will need to be provided to the Business Office no later than 5 days after travel occurs. If a receipt is lost, the employee must complete a *Lost Receipt Affidavit*. The affidavit requires the employee to list the itemized expenses and sign (certify) the document.

The following items are not reimbursable:

- Beverages, snack items, and desserts not purchased with or as a meal
- Tips in excess of 20%
- Alcoholic beverages, tobacco products and personal items

**TRAVEL TRANSPORTATION**

All employees should follow the College Vehicle Use policy located in the Board Policy. College fleet vehicles should be used for travel unless a fleet vehicle is not available. If a fleet vehicle is not available, the employee may request to use a personal vehicle. An employee may use a school fuel card on a personal vehicle only if a college vehicle is not available and the employee has prior approval through the Travel Request Form.

## **TRAVEL MEALS**

Meals will only be reimbursed by the college if:

- The employee is traveling away from home on college business, and the period away from home requires an overnight stay.
- The meal expense is incurred during the active conduct of business with someone other than college employees and there is a clear business reason for incurring the expense. Receipts must be itemized and the guests' name(s) written on the receipt along with the purpose of the meeting.

The following items are not reimbursable:

- Beverages, snack items, and desserts not purchased with or as a meal
- Tips in excess of 20%
- Alcoholic beverages

Meals are allowable if traveling between the following parameters:

- Breakfast - must leave before 6:30 a.m.
- Dinner - must return after 7 p.m.

Meal rate is calculated and adjusted on a yearly basis. The current meal rate can be found on the Travel Request form or by contacting the Business Office.

If the employee is staying the night at a hotel and the hotel offers a free continental breakfast, a breakfast meal will not be reimbursed.

## **VIOLATION NOTICES**

A supervisor and/or the Business Office may issue a *Violation Notice* for misuse of travel funds such as charging items to the credit card that is not allowed, more than 2 *Lost Receipt Affidavit* forms in a 6-month time frame, not having prior purchase order approval, etc... Employees receiving more than one violation notice may be placed on a plan of improvement for misuse of the Travel Policy and Procedures. This may result in having travel and purchasing opportunities revoked.

**ACTION ITEMS**

**A. RESOLUTION 2024 - 47: CONSIDERATION OF ATHLETIC TRAVEL AND ATHLETIC RECRUITING TRAVEL POLICY**

**BACKGROUND:** The following Athletic Travel and Athletic Recruiting Travel Policies were presented for review during the July board meeting.

**RECOMMENDATION:** It is recommended the Board approve the Athletic Travel and Athletic Recruiting Travel Policies.

BOARD ACTION:       MOTION \_\_\_\_ SECOND \_\_\_\_                               VOTE \_\_\_\_

DISCUSSION:

VOTE:	_____ Bailey	_____ Bartelsmeyer	_____ Fewins
	_____ Holt	_____ McKinnis	_____ Ropp

## **CURRENT: Athletic TRAVEL CREDIT CARD- Updated in 2019-2020**

### **Team travel – Follow the steps below:**

1. Use your purchase card to pay for all team meals and please save all receipts from your trip. A detailed receipt showing the items you purchased is required for all meals purchased on the FSCC card.
2. At the conclusion of your trip, please go to the Visa IntelliLink website and enter your totals with under your team travel code.

### **Recruiting travel – Follow the steps below:**

1. Using your purchase card to pay for all meals and save all receipts from your trip. Alcohol is not permitted to be purchased at meals using the FSCC credit card.
2. Travel request as far in advance as possible, if a school car or van is desired. Gas receipts are to be turned in with the keys to the vehicle as soon as the coach returns to campus.

## **SUGGESTED Athletic Travel Handbook CHANGES: For July Board Meeting**

### **ATHLETIC TRAVEL POLICY**

The Board will provide reimbursement for expenses incurred in travel related to the performance and duties of college personnel when it aligns and supports the college mission. Travel requests need approved in advance by the appropriate Director, Dean, Vice President, or designee. All college travel must be submitted no later than 10 days in advance by follow the Travel Procedure set forth by the Business Office. An Athletic Travel Request Form along with the accompanying purchase order must be approved and a purchase order number assigned before travel is made.

**Purchases and/or travel expenses made without an approved purchase order (in advance) shall be paid for by the employee.**

It is the responsibility of the employee to comply with the Athletic Team Travel Policy and Procedures. The Athletics Director will be responsible for accurately reviewing travel documents, for compliance with policy and following all procedures. Propriety should be exercised when incurring travel expenses. Expenses incurred while in official business travel status will be reimbursed only if the expenses are properly authorized, reasonable, and documented. Expenses incurred by a traveler that do not comply with procedures are the responsibility of the traveler. Coaches and staff are expected to be fiscally responsible at all times during travel.

If the employee expects to miss class or other assigned duties, a suitable replacement must be provided or procedure for making up the class time missed before approval for the trip is given.

All NJCAA and KJCCC rules and by-laws that pertain to athletic team travel will be followed by employees.



### **ATHLETIC TEAM TRAVEL CREDIT CARD EXPENSES**

Credit cards will be checked out through the Business Office on a per trip basis and are to be used for hotel, food and emergency use only. Itemized receipts for meals will need to be provided to the Business Office no later than 5 days after travel occurs. If a receipt is lost, the employee must complete a *Lost Receipt Affidavit*. The affidavit requires the employee to list the itemized expenses and sign (certify) the document.

The following items are not reimbursable:

- Beverages, snack items, and desserts not purchased with or as a meal
- Tips in excess of 20%
- Alcoholic beverages, tobacco products and personal items

### **ATHLETIC TEAM TRAVEL TRANSPORTATION**

All employees must follow the College Vehicle Use policy located in the Board Policy. The method of transportation is selected by the head coach and approved by the Athletics Director. The type of transportation requested must be available for use through the Logistics Department. When choosing transportation, the following factors must be considered: safety, impact on academics, number of travel days, expense, availability, distance, and budget. Student-athletes not traveling with the team either to or from a competition, must sign a *Release of Liability Waiver* which must be approved prior to travel by the coach, Athletics Director, or a parent if student-athlete is under 18 years of age.

### **TRAVEL MEALS**

Meals are allowable if traveling between the following parameters:

Breakfast - must leave before 6:30 a.m.

Dinner - must return after 7 p.m.

Meal rate is calculated and adjusted on a yearly basis. The current meal rate can be found on the Athletic Travel Request form or by contacting the Business Office.

If the employee is staying the night at a hotel and the hotel offers a free continental breakfast, a breakfast meal will not be reimbursed.

### **VIOLATION NOTICES**

The Athletic Department and/or Business Office may issue a *Violation Notice* for misuse of team travel funds such as charging something to the credit card that is not allowed, more than 2 *Lost Receipt Affidavit* forms in a 6-month time frame, not having prior purchase order approval, etc... Employees receiving more than one violation notice may be placed on a plan of improvement for misuse of the Athletic Travel Policy and Procedures. This may result in having travel and purchasing opportunities revoked.

## **Athletic Team Travel Procedure**

**Step 1:** Complete the “*Athletic Team Travel Request*” form no later than 10 days prior to expected travel.

**Step 2:** Email the completed form to the Athletic Director and the Vice President of Finance and Operations for approval. If transportation is needed, also include the Director of Logistics on the email.

**Step 3:** Once approved by the Vice President of Finance and Operations, the Athletic Department Office Assistant or Business Office will enter the requisition for the purchase order number and handle hotel arrangements and registration if needed. (Coaches have the right to request a specific hotel, but the Athletic Director and/or Business office has the final decision.)

**Step 4:** The requestor will be notified by email from the Athletic Department Office Assistant or Business Office that the travel arrangements have been made. Once notification occurs, the requestor may pick up a credit card (for hotel and meals) from the Business Office. Requestor will pick up keys, and the fuel card from the Logistics Department.

**Step 5:** When the employee returns to campus, the vehicle that was used will be filled with fuel, cleaned to the best of the employees’ ability, fuel receipts turned in and keys returned promptly.

**Step 6:** Within 5 days of travel, credit card receipts will be turned into Business Office.

### **RETURNING CREDIT CARDS**

Credit cards will be checked out on a per trip basis and are to be used for hotel, food and emergency use only. All credit cards, and receipts are to be turned over to the Business Office no later than 5 days after travel occurs.

### **MEALS**

Itemized receipts for meals will need to be provided to the Business Office no later than 5 days after travel occurs. Alcohol and tobacco purchases are prohibited on the school credit card. No more than 20% tip will be allowed on a meal purchase.

Meals Allowable if traveling between the following parameters:

- Breakfast - must leave before 6:30 a.m.
- Dinner - must return after 7 p.m.

If the employee is staying the night at a hotel and the hotel offers a free continental breakfast, a breakfast meal will not be reimbursed.

### **REQUISITIONS**

Requisition must be entered by the Athletic Department Office Assistant or Business Office.

## CURRENT ATHLETIC: VIII. RECRUITING Policy- Updated in 2019-2020

### Current:

- Each sport is given a recruiting budget line in their total budget, at the beginning of the fiscal year (July 1). This number is determined based on the roster size of the athletic sport listed by NJCAA by-laws, and is budgeted across the department on a per-student-athlete amount. Each sport will be budgeted equally based on the number of student-athletes that is allowed on the roster.
- Coaches must adhere to the following steps in preparation for a recruiting trip:
- Submit a travel request as far in advance as possible, if a school car or van is desired. Gas receipts are to be turned in with the keys to the vehicle as soon as the coach returns to campus.

*Special Note: FSCC vehicles should be used on recruiting trips whenever possible. This vehicle identification helps to publicize and advertise FSCC.*

## SUGGESTED Athletic RECRUITING TRAVEL Handbook CHANGES: For July Board Meeting

### ATHLETIC RECRUITING TRAVEL POLICY

Each sport is given a recruiting budget line in the total budget for the respected sport at the beginning of the fiscal year (July 1). This number is determined based on the roster size of the athletic sport listed by NJCAA by-laws, and is budgeted across the department on a per-student-athlete amount. Each sport will be budgeted equally based on the number of student-athletes that is allowed on the roster. This is to be used for all recruiting needs. Once the budget is depleted, additional recruiting costs will come out of the respected sport endowment.

The Board will provide reimbursement for expenses incurred in travel related to the performance and duties of college personnel when it aligns and supports the college mission. Travel requests need approved in advance by the appropriate Director, Dean, Vice President, or designee. All college travel must be submitted no later than 10 days in advance by follow the Travel Procedure set forth by the Business Office. A purchase order must be approved and a purchase order number assigned before travel is made.

**Purchases and/or travel expenses made without an approved purchase order (in advance) shall be paid for by the employee.**

It is the responsibility of the employee to comply with the Athletic Recruiting Travel Policy and Procedures. The Athletics Director will be responsible for accurately reviewing travel documents, for compliance with policy and following all procedures. Propriety should be exercised when incurring travel expenses. Expenses incurred while in official business travel status will be reimbursed only if the expenses are properly authorized, reasonable, and documented. Expenses incurred by a traveler that do not comply with procedures are the responsibility of the traveler. Coaches and staff are expected to be fiscally responsible at all times during travel.

If the employee expects to miss class or other assigned duties, a suitable replacement must be provided or procedure for making up the class time missed before approval for the trip is given.

All NJCAA and KJCCC rules and by-laws that pertain to athletic recruiting will be followed during the recruitment process of student athletes.

#### **ATHLETIC RECRUITING CREDIT CARD EXPENSES**

Credit cards will be checked out through the Business Office on a per trip basis and are to be used for hotel, food and emergency use only. Itemized receipts for meals will need to be provided to the Business Office no later than 5 days after travel occurs. If a receipt is lost, the employee must complete a Lost Receipt Affidavit. The affidavit requires the employee to list the itemized expenses and sign (certify) the document.

If a receipt is lost, the employee must complete a *Lost Receipt Affidavit*. The affidavit requires the employee to list the itemized expenses and sign (certify) the document.

The following items are not reimbursable:

- Beverages, snack items, and desserts not purchased with or as a meal
- Tips in excess of 20%
- Alcoholic beverages, tobacco products and personal items

#### **ATHLETIC RECRUITING TRAVEL TRANSPORTATION**

All employees must follow the College Vehicle Use policy located in the Board Policy. College fleet vehicles should be used for travel unless a fleet vehicle is not available. If a fleet vehicle is not available, the employee may request to use a personal vehicle. An employee may use a school fuel card on a personal vehicle only if a college vehicle is not available and the employee has prior approval through the Travel Request Form. The method of transportation is selected by the head coach and approved by the Athletics Director.

#### **ATHLETIC RECRUITING TRAVEL MEALS**

Meals are allowable if traveling between the following parameters:

Breakfast - must leave before 6:30 a.m.

Dinner - must return after 7 p.m.

Meal rate is calculated and adjusted on a yearly basis. The current meal rate can be found on the Athletic Recruiting Travel Request form or by contacting the Business Office.

If the employee is staying the night at a hotel and the hotel offers a free continental breakfast, a breakfast meal will not be reimbursed.

#### **VIOLATION NOTICES**

The Athletic Department and/or Business Office may issue a *Violation Notice* for misuse of recruiting travel funds such as charging something to the credit card that is not allowed, more than 2 *Lost Receipt Affidavit* forms in a 6-month time frame, not having prior purchase order approval, etc... Employees receiving more than one violation notice may be placed on a plan of improvement for misuse of the Athletic Travel Policy and Procedures. This may result in having travel and purchasing opportunities revoked.

## **Athletic Recruiting Travel Procedure**

**Step 1:** Complete the “*Athletic Recruiting Travel Request*” form no later than 48 hours prior to expected travel.

**Step 2:** Email the completed form to the Athletic Director and the Vice President of Finance and Operations for approval. If transportation is needed, also include the Director of Logistics on the email.

**Step 3:** Once approved by the Vice President of Finance and Operations, the Athletic Department Office Assistant or Business Office will enter the requisition for the purchase order number and handle hotel arrangements and registration if needed. (Coaches have the right to request a specific hotel, but the Athletic Director and/or Business office has the final decision.)

**Step 4:** The requestor will be notified by email from the Athletic Department Office Assistant or Business Office that the travel arrangements have been made. Once notification occurs, the requestor may pick up a credit card (for hotel and meals) from the Business Office. Requestor will pick up keys, and the fuel card from the Logistics Department.

**Step 5:** When the employee returns to campus, the vehicle that was used will be filled with fuel, cleaned to the best of the employees’ ability, fuel receipts turned in and keys returned promptly.

**Step 6:** Within 5 days of travel, credit card receipts will be turned into Business Office.

### **RETURNING CREDIT CARDS**

Credit Cards will be checked out on a per trip basis and are to be used for hotel, food and emergency use only. All credit cards, and receipts are to be turned over to the Business Office no later than 5 days after travel occurs.

### **MEALS**

Itemized receipts for meals will need to be provided to the Business Office no later than 5 days after travel occurs. Alcohol and tobacco purchases are prohibited on the school credit card. No more than 20% tip will be allowed on a meal purchase.

Meals Allowable if traveling between the following parameters:

- Breakfast - must leave before 6:30 a.m.
- Dinner - must return after 7 p.m.

If the employee is staying the night at a hotel and the hotel offers a free continental breakfast, a breakfast meal will not be reimbursed.

### **REQUISITIONS**

Requisition must be entered by the Athletic Department Office Assistant or Business Office.

**B. RESOLUTION 2024 - 48: CONSIDERATION OF SUBSTANCE ABUSE POLICY**

**BACKGROUND:** The following Substance Abuse Policy was presented for review at the August 8 special board meeting.

**RECOMMENDATION:** It is recommended the Board approve the Substance Abuse Policy.

BOARD ACTION:      MOTION \_\_\_\_ SECOND \_\_\_\_                      VOTE \_\_\_\_  
DISCUSSION:

VOTE:                \_\_\_\_\_ Bailey                      \_\_\_\_\_ Bartelsmeyer                      \_\_\_\_\_ Fewins  
                             \_\_\_\_\_ Holt                              \_\_\_\_\_ McKinnis                              \_\_\_\_\_ Ropp

## **FSCC Substance Abuse Policy**

### **Purpose:**

The substance abuse program of the Fort Scott Community College Department of Athletics is designed to satisfy the specific needs of student-athletes relative to awareness and knowledge of substance abuse. The program has the following components:

1. Drugs and alcohol
2. Types of drugs
3. Common drugs
4. Types of alcoholic beverages
5. Health consequences of drug use
6. Health consequences of alcohol use
7. Drug use
8. Effects of alcohol
9. Drug abuse
10. Alcohol abuse
11. Alcoholism
12. Addiction
13. Drug laws
14. Alcohol laws
15. Positive changes
16. Lapse and relapse prevention
17. Resources and references

The Department of Athletics recognizes several benefits for the institution and for the student-athletes which may be derived from this substance abuse program. Those benefits are:

1. Fort Scott Community College is required to set standards to comply with The Drug-Free Schools Act Amendments of 1989. This substance abuse program strengthens FSCC's compliance statement about substance abuse.
  2. FSCC student-athletes will be educated as to the risks and dangers involved in substance abuse.
  3. The program will act as a prevention of substance use and/or abuse by FSCC student-athletes.
  4. The program will be used to identify student-athletes in need of counseling services for substance abuse and assist such student-athletes in obtaining the needed service.
  5. The program will support the positive local and regional image that FSCC is concerned about and willing to address substance abuse.
- The Head Athletic Trainer will meet with all student-athletes at the beginning of each semester to educate each student-athlete on our FSCC policies and

procedures. They will also give an overview of smart choices and the effects of drugs on sports performance.

- A student-athlete found in violation of the College's drug policy must complete a drug awareness course. The student-athlete must complete the online four-hour course, monitored by the Dean of Students, within 15 days of the date the penalty is issued. The cost of the course is \$25 which will be paid by the student-athlete. If the resident/student-athlete fails to complete the course within the time limit, the student-athlete is subject to disciplinary action up to and including expulsion from the College and/or removal from campus housing.
- Compliance with this substance abuse program is mandatory for all student-athletes who wish to participate in intercollegiate athletics at Fort Scott Community College. Student-athletes will not be allowed to participate until a signed participation agreement form is on file with the Head Trainer. The conditions of this policy start when that form is signed and continue throughout one full year of the athlete's eligibility and participation at Fort Scott Community College.

#### **A. Substances of Consideration:**

1. Alcohol
2. Amphetamines
3. Barbiturates
4. Benzodiazepines (valium, etc.)
5. Cocaine
6. Opiates (Heroin, Morphine, etc.)
7. THC (marijuana)
8. Any controlled substance as determined by the head athletic trainer

#### **B. Methodology**

- Random Sampling: Student-Athlete names will be randomly selected using lists of scholarship student-athletes. This list will include redshirts as well as injured student-athletes who are on scholarship. The randomly selected student-athletes will be given to the Athletic Director and Head Coach to contact for testing. The list will also go to the Head Athletic Trainer.
- FSCC student-athletes may be selected for substance abuse screening at any time, upon reasonable suspicion of a problem. Selection will be at the request of the Athletic Director, the Head Coach, the Head Athletic Trainer, or the Dean of



Students. Documentation of the suspicion will be submitted to the Athletic Director in either soft or hard copy format. Reasonable suspicion must be based on specific contemporaneous, articulate observation concerning; Appearance, behavior, speech, odorous breath or body odors of the student-athlete. Further indications include but are not limited to:

1. Rapid reduced quality of academic or athletic performance
  2. Patterns of unexcused absences from academic classes or athletic meetings
  3. Sudden inability to have a good relationship with others; excessive withdrawal or isolation
  4. Frequent tardiness to academic classes or athletic meetings
  5. Decreased manual dexterity
  6. Impaired short-termed memory
  7. Periods of unusual hyperactivity, irritability, or drowsiness
  8. Presence or possession of illegal or controlled drugs or drug related paraphernalia by a student-athlete
- The screening will be provided and conducted by FSCC within the training room area.
  - Refusing to participate in the screening process includes failing to appear at the prescribed screening time and/or failing to provide a urine specimen when there is no medical reason that a specimen cannot be provided

### **C. Testing Procedures – Random & Reasonable Suspicion**

- The Dean of Students will contact Head Athletic Trainer regarding random testing date/dates and provide a list of student-athletes for testing. Documentation for reasonable suspicion testing will be provided to the Head Athletic Trainer and Athletic Director for testing.
- Upon being notified: the Head Coach and Athletic Director will exhaust all measures of contacting the necessary student-athlete(s) for testing (i.e. finding athlete in class, contacting athlete in dorm room, calling the athlete. Once the Head Coach and the Athletic Director locates and communicates to the athlete, either in person or by electronic communication, and informs him/her that they are to report to the Training Room for testing, the student-athlete must immediately comply with the request.

- The student-athlete will have two (2) hours to report to the Athletic Training Room.
- If the student-athlete does not show up or comply, this will constitute a 1<sup>st</sup> positive test. The student-athlete is encouraged to arrive 10-15 minutes early for drug testing in the Athletic Training Room.
- The Athletic Training Room will shut down all operations during drug testing. The Training Room door will shut promptly at the beginning of drug testing. Once the door shuts, nobody can come in. No exceptions. If the student-athlete is late and arrives after the door is closed, it will constitute a 1<sup>st</sup> positive test.
- The testing will be conducted by FSCC Athletic Training staff and will be an observed test. This means that the student-athlete will be monitored by a staff member of the same gender and the staff member will watch the urine leave the body of the student-athlete directly into the collection cup. This helps aid any sample alteration and makes sure no other devices are used to alter the sample.
- After drug testing begins, each student-athlete will have 1-hour to produce a valid 30 mL sample. If one is over hydrated, it will not read, and the 1-hour clock will restart.
- Tampering with a test in any form will result in a positive test. Do not shake your sample.

#### **D. Sanctions for positive test or refusal to be screened**

- 1<sup>ST</sup> refusal to participate - Immediate suspension from intercollegiate athletics (practice and games) for 14 days. The student-athlete will have 24 hours to report to the Athletic Training office for screening. Failure to do so will be constituted as the 2<sup>nd</sup> refusal to participate.
- 2<sup>nd</sup> refusal to participate – Permanent and immediate suspension from Fort Scott Community College intercollegiate athletics. No further athletic aid will be given to the student-athlete from the date of the second refusal.
- **First Positive Test**
  - Upon notification by the provider of a positive test, the head trainer will notify the student-athlete, athletic director, and head coach of the positive test result. As a result of the positive test, the student-athlete

will immediately be suspended from intercollegiate athletics (practice and games) for a term of 14 days.

- The student-athlete must complete the online four-hour course, monitored by the Dean of Students, within 15 days of the date the penalty is issued. The cost of the course is \$25 which will be paid by the student-athlete.
- Student-athletes that have tested positive will be re-screened at the end of the 14-day period and must test clean in order to come off suspension.

- **Second Positive Test**

- The head trainer will notify the student-athlete, the athletic director, and the head coach of a second positive test. At any time during a student-athlete's period of eligibility of participation in intercollegiate athletics at Fort Scott Community College a second positive test will result in a 30-day suspension.
- The student-athlete must again, complete the online four-hour course, monitored by the Dean of Students, within 15 days of the date the penalty is issued. The cost of the course is \$25 which will be paid by the student-athlete.
- Student-athletes that have tested positive will be re-screened at the end of the 30-day period and must test clean in order to come off suspension.

- **Third Positive Test**

- A third positive test results in immediate and permanent suspension from participation in Fort Scott Community College intercollegiate athletics. Also, no further athletic financial aid will be given to the student-athlete from the date of the third positive test.

**C. RESOLUTION 2024 - 49: CONSIDERATION OF KANSAS HOMELAND SECURITY  
REGION H HAZARD MITIGATION PLAN**

**BACKGROUND:** Bourbon County Emergency Management Director, Brian Allen, has provided the following resolution. Adoption of the plan is a condition of future funding for mitigation projects under multiple Federal Emergency Management Agency (FEMA) pre- and post-disaster mitigation grant programs. Commitment to the Kansas Homeland Security Region H Hazard Mitigation Plan would qualify FSCC for damage compensation in the event a state of emergency is issued.

**RECOMMENDATION:** It is the recommendation of administration to approve the Kansas Homeland Security Region H Hazard Mitigation Plan as presented.

BOARD ACTION:        MOTION \_\_\_\_ SECOND \_\_\_\_                          VOTE \_\_\_\_

DISCUSSION:

VOTE:                          \_\_\_\_\_ Bailey    \_\_\_\_\_ Bartelsmeyer                          \_\_\_\_\_ Fewins  
   \_\_\_\_\_ Holt    \_\_\_\_\_ McKinnis    \_\_\_\_\_ Ropp

Resolution # \_\_\_\_\_: **Adopting the Kansas Homeland Security Region H Hazard Mitigation Plan**

**Whereas**, the Fort Scott Community College recognizes the threat that natural hazards pose to people  
Name of Government/District/Organization  
and property within our community; and

**Whereas**, undertaking hazard mitigation actions will reduce the potential for harm to people and property from future hazard occurrences; and

**Whereas**, the U.S. Congress passed the Disaster Mitigation Act of 2000 (“Disaster Mitigation Act”) emphasizing the need for pre-disaster mitigation of potential hazards;

**Whereas**, the Disaster Mitigation Act made available hazard mitigation grants to state and local governments; and

**Whereas**, an adopted Hazard Mitigation Plan is required as a condition of future funding for mitigation projects under multiple Federal Emergency Management Agency (FEMA) pre- and post-disaster mitigation grant programs; and

**Whereas**, the Fort Scott Community College fully participated in the FEMA prescribed mitigation  
Name of Government/District/Organization  
planning process to prepare this Multi-Hazard Mitigation Plan; and

**Whereas**, the Kansas Division of Emergency Management and FEMA Region VII officials have reviewed the Kansas Homeland Security Region H Hazard Mitigation Plan, and approved it contingent upon this official adoption of the participating governing body; and

**Whereas**, the Fort Scott Community College desires to comply with the requirements of the Disaster  
Name of Government/District/Organization  
Mitigation Act and to augment its emergency planning efforts by formally adopting the Kansas Homeland Security Region H Hazard Mitigation Plan; and

**Whereas**, adoption by the governing body for the Fort Scott Community College demonstrates the  
Name of Government/District/Organization  
jurisdictions’ commitment to fulfilling the mitigation goals and objectives outlined in this plan, and

**Whereas**, adoption of this legitimizes the plan and authorizes responsible agencies to carry out their responsibilities under the plan.

**Now, therefore, be it resolved**, that the Fort Scott Community College adopts the Kansas Homeland  
Name of Government/District/Organization  
Security Region H Hazard Mitigation Plan as an official plan; and

**Be it further resolved**, the Fort Scott Community College will submit this Adoption Resolution to the Kansas  
Name of Government/District/Organization  
Division of Emergency Management and FEMA Region VII officials to enable the plan’s final approval.

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

\_\_\_\_\_: Approved by  
Printed Name

\_\_\_\_\_  
Signature

**D. RESOLUTION 2024 - 50: APPROVAL OF EMERGENCY ACTION PLAN**

**BACKGROUND:** Following is a current emergency action plan as updated by FSCC's Crisis Management Committee.

**RECOMMENDATION:** It is recommended the Board approve the emergency action plan as presented.

BOARD ACTION:      MOTION \_\_\_\_ SECOND \_\_\_\_                      VOTE \_\_\_\_

DISCUSSION:

VOTE:            \_\_\_\_\_ Bailey                      \_\_\_\_\_ Bartelsmeyer            \_\_\_\_\_ Fewins  
                      \_\_\_\_\_ Holt                              \_\_\_\_\_ McKinnis                      \_\_\_\_\_ Ropp



# FORT SCOTT COMMUNITY COLLEGE

## Emergency Action Plan 2024-25

*As Updated By:*  
**FSCC – CRISIS MANAGEMENT COMMITTEE**

**AFTER HOURS  
CONTACT NUMBERS**

Missy Scott – VP of Finance & Operations	620-238-0381
Vanessa Poyner – Dean of Students, Chair	620-719-6943
Sonia Gugnani – VP Academic Affairs	620-644-8067
Alyssa Martin – Director of Student Life	620-215-0955
Ben Souza – Director of Institutional Research	417-549-0408
Liza Erwin – Athletic Director	620-875-4228
Kevin Thomure - Instructor	417-437-8504
Conor Chadwell, Athletic Trainer	517-282-4216
Brian Thurston – Maintenance Director	620-215-9721

## Emergency Response Team

The President (or designee) will be the focal point for official emergency communications to the College **Emergency Response Team**. Each team member, upon receiving notification of a campus emergency, is to pass the same information along to those departments/offices under his/her direction. The President or VP of Finance and Operations will notify the following College **Emergency Response Team** members as appropriate:

- President
- Dean of Students
- VP of Finance and Operations
- VP of Academic Affairs
- Director of Information Technology
- Digital Content Specialist
- Crisis Management Committee Members

Other individuals may also be contacted when necessary.



## **Preface**

This emergency response manual has been designed to provide contingency procedures for Fort Scott Community College administrators to follow in the event of campus emergencies. While the manual does not cover every conceivable situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies.

College policies and procedures herein are expected to be followed by all administrators whose responsibilities and authority cover the operational procedures found in the manual. Any exception to these emergency management procedures must be approved by the appropriate administrators directing and/or coordinating the emergency operations.

All proposals for changes to the procedures described must be submitted in writing to the Crisis Management Committee for review. All changes recommended by the committee will be submitted in writing to the President and Administrative Committee for evaluation and adoption.

## Table of Contents

<b>Section 1: Preparation for Emergencies</b> .....	5
<b>Section 1b: College Notification System</b> .....	11
<b>Section 2: Emergency Purpose and Definitions</b> .....	12
<b>Section 3: Specific Emergency Procedures</b> .....	16
<b>Section 4: Emergency Operations Center (EOC)</b> .....	44
<b>Section 5: Crisis Management Plan</b> .....	51
<b>APPENDIX A: On/Off Campus Sources of Assistance</b> .....	54
<b>APPENDIX B: Homeland Security</b> .....	57
<b>APPENDIX C: Emergency Drills, Shelter and Evacuation</b> .....	61
<b>APPENDIX D: Building Maps &amp; Quick Reference Safety Plan</b> ..	63

## **Section 1: Preparation for Emergencies**

To ensure the campus is prepared, the following activities will be essential to maintain a state of readiness.

### **1.1 The President will:**

- Provide overall leadership, support and direction for emergency preparedness.
- Serve as the major proponent for college emergency preparedness.
- Ensure appropriate funding and resources are available to successfully implement the Emergency Action Plan [EAP].

### **1.2 The Dean of Students will:**

- Serve as the College's chief safety and security officer.
- Ensure the Emergency Action Plan is fully developed, operational, and institutionalized.
- Ensure compliance with state and federal requirements.
- Serve as the single point of contact for all external emergency response agencies during a disaster at the Fort Scott campus.
- Maintain emergency and evacuation procedures for Fort Scott campus.
- Ensure buildings have the appropriate signage for emergency shelter and evacuation directions for the Fort Scott campus.
- Ensure the proper emergency equipment (such as fire extinguishers and emergency lighting, and AED's) are available for the Fort Scott campus.
- Ensure adequate supplies of food and water will be made available.
- Ensure faculty and staff are familiar with emergency and evacuation procedures, know how and when to inform occupants to evacuate or take cover, and are aware of occupants who may need special help.

- Coordinate annual emergency drills for the Fort Scott campus.
- Maintain and distribute emergency contact information for the Fort Scott campus.
- Will work with the Crisis Management Committee to designate building coordinators.
- Ensure that personnel within the Student Services are made aware of the EAP on a minimum of an annual basis, as well as of substantial changes made to the EAP as needed
- Ensure that students are made aware of the EAP during their orientation sessions with Student Services and other College staff.
- Provide support to Student Services personnel and their tasks within the EAP (Dean of the Miami County and Pittsburg Campuses, VP of Academic Affairs, Registrar, Director of Strategic Communication, Coordinator of Residence & Student Life).
- Ensure collaboration of the College's nursing and allied health personnel, as appropriate, with the EAP and college policies and procedures.
- Ensure instructors are aware of the EAP and their responsibilities within that policy related to emergency situations affecting their instructional area.
- Coordinate with Student Services personnel for safekeeping of student records, and the appropriate dissemination of student information.
- Coordinate with Emergency Operations Center, [EOC] staff regarding the recommendation of resumption of classes and activities after a crisis situation.
- Ensure faculty and staff are familiar with emergency and evacuation procedures, know how, and when to inform occupants to evacuate or take cover, and are aware of occupants who may need special help.

- Maintain an active file of helping agencies within the community and names of contact persons.
- Meet, talk and correspond with the parents of students.
- Establish a systematic approach for identifying, referring, and intervening with students identified as at-risk for suicide or other destructive behaviors.
- Work with the Food Service Director to ensure appropriate emergency plans are in place.
- Ensure CPR training is offered to college personnel and encourage employees from every building to participate.
- Meet, talk and correspond with the parents of student-athletes.
- Assist with emergency drills each semester.
- Coordinate communication between campus officials and traveling teams.
- Meet, talk and correspond with the parents of students.
- Establish a systematic approach for identifying, referring, and intervening with students identified as at-risk for suicide or other destructive behaviors.

**1.3 The Associate Deans of the Miami County and Pittsburg campuses will:**

- Serve as the single point of contact for all external emergency response agencies during a disaster at their respective campus.
- Maintain emergency and evacuation procedures for their respective campus.
- Ensure buildings have the appropriate signage for emergency shelter and evacuation directions for their respective campus.
- Ensure the proper emergency equipment (such as fire extinguishers and emergency lighting) are available for their respective campus.

- Ensure adequate supplies of food and water will be made available for their respective campus.
- Ensure faculty and staff are familiar with emergency and evacuation procedures, know how and when to inform occupants to evacuate or take cover, and are aware of occupants who may need special help.
- Coordinate annual emergency drills for their respective campus.
- Maintain and distribute emergency contact information for their respective campus.

#### **1.4 The Director of Human Resources will:**

- Assist the President and VP's with crisis management training for employees as necessary.
- Maintain and initiate contact for employee in-service, workers compensation, and other staff services.
- Produce a data file containing employee data and emergency response information six weeks into each semester and in the first week of June. These data files will be retained at one site on campus and one site off campus.

#### **1.5 The Registrar will:**

- The Registrar will produce a data file containing student contact information, class rosters and student schedules six weeks into each semester and in the first week of June. The data files will be retained at one site on-campus and one site off-campus. In the event the computer network is unavailable, the Registrar will be responsible to provide student data and information to the Crisis Management Team.

#### **1.6 The Digital Content Specialist will:**

- Coordinate the development of information sheets for students and parents regarding crisis-related stress. Topics may include: "Talking with Students Following a Crisis" and "Signs of Depression."
- Maintain written emergency contact list for press and public entities.

- Work with the President's office on public notification plan.
- Assist the President with dissemination of information as necessary and appropriate.
- Develop sample press releases for various disaster/emergency scenarios.

### **1.7 The Director of Student Life will:**

- Produce a data file that includes emergency contact information of each student residing in the residence halls. The data file will be retained at one site on-campus and one "back-up" file at an off-campus site. Back-up will be filed once per semester.

### **1.8 The Director of Information Technology will:**

- Develop a plan and scenarios in which technological resources can be dispersed effectively to emergency sites.
- Prepare and update an emergency notification web page to relay emergency notifications and updates to constituencies.
- Prepare and maintain an emergency kit that contains floor plans, telephone line locations, computer locations, and locations of other communications equipment.
- Establish and maintain a stand-alone computer with a student and staff database for use at the emergency site.
- Assist in obtaining needed student and staff information from the computer files.
- Provide the latest back-up data files with student and human resource data.
- Ensure all systems data are backed up and stored off-site on a regular basis.

### **1.9 The Food Service Director will:**

- Maintain written procedures for food borne illness emergencies.
- Maintain written procedures regarding housing emergencies involving loss of kitchen/food stores/processing.
- Maintain written emergency operations manual for food service and train staff appropriately.
- Maintain emergency phone call list for staff and assist the Dean of Students on Emergency Action Plan coordination.

**1.10 Athletic Trainers will:**

- Record occurrences of food borne illnesses in student-athletes and report to Food Service Director and Dean of Students.
- Assist the Dean of Students in his/her requirement to ensure CPR training is offered to college personnel and encourage employees from every building to participate.

**1.11 Building Coordinators will:**

- Will ensure building faculty and staff are familiar with emergency and evacuation procedures, know how and when to inform occupants to evacuate or take cover, and are aware of occupants who may need special help.
- Assist with emergency drills each semester.

**1.12 All Faculty, Staff and Students will:**

- Become familiar with the Emergency Action Plan and be prepared to act responsibly during an emergency.
- Be diligent in preventing and detecting un-safe hazards.



## Section 1b: College Notification System

The telephone is the primary means of emergency notification at Fort Scott Community College. This system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus. The College's text message system will be used to distribute and send emergency messages to all subscribers by location. Critical messages will be disseminated via the RAVE messaging system. In addition, the college will utilize personal cell phones for communication.

The President (or VP's) will be the focal point for official emergency communications to the College **Emergency Response Team**. Each team member, upon receiving notification of a campus emergency, is to pass the same information along to those departments/offices under his/her direction. The President or VP of Student Life will notify the following College **Emergency Response Team** members as appropriate:

President	Dean of Students
VP of Finance and Operations	VP of Academic Affairs
Director of Information Technology	Crisis Management Committee
Digital Content Specialist/PR	

Other individuals may also be contacted when necessary.

**IMPORTANT:** During an emergency, campus phones must be restricted to college official notification. In the absence of phone services, emergency response team members will be expected to communicate via cell phones as necessary.  
*(Refer to "After hours – Contact Numbers" found on Page 1 of this document.)*

### **RAVE**

RAVE is a campus-wide notification system. Students have the opportunity to sign up for this service on the college website at [fortscott.edu](http://fortscott.edu). Students can choose from the following categories in order to receive text notifications: emergencies and weather closings, athletic events, campus events, and critical dates. Regular standard messaging rates apply.

## **Section 2: Emergency Purpose and Definitions**

### **2.1 Purpose**

The basic emergency procedures outlined in this guide are to enhance the protection of lives and property through effective use of the College and campus community resources. Whenever an emergency affecting the campus reaches proportions *THAT CANNOT BE HANDLED BY ROUTINE MEASURES*, the President or his/her designee may declare a state of emergency (refer to definitions in Section 2.4) and these contingency guidelines may be implemented. There are two general types of emergencies that may result in the implementation of this plan: (1) large-scale disorder; (2) large-scale natural/man-made disaster. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

### **2.2 Scope**

These procedures apply to all personnel, buildings, and grounds owned or operated by Fort Scott Community College.

### **2.3 Types of Emergencies**

Types of emergencies covered by this manual are:

- Tornado
- Severe weather closing/early dismissal
- Medical emergency
- Fire
- Utility failure
- Violent or criminal behavior
- Suicide / Psychological crises
- Bomb threat / Terrorism
- Chemical spill
- Explosion on campus
- Civil disturbances or demonstrations
- Earthquake
- Homeland Security Alert
- Pandemic flu outbreaks

## 2.4 Definitions of an Emergency

The college President or his/her designee serves as the overall Emergency Director during any major emergency or disaster. The following definitions of an emergency are provided as guidelines to assist in determining the appropriate response:

**Minor Emergency:** Any incident, potential or actual, which will not seriously affect the overall functional capacity of the college. Report such emergencies immediately to VP of Finance and Operations at 620-223-2700 ext. 5130 for the Fort Scott Campus or to the Associate Deans of the Miami County Campus at 913-294-4178 or the Pittsburg Campus at 620-231-3690, as appropriate. In either case, a *Serious Incident Report* form should be filled out online at: [www.fortscott.edu/about/index.aspx](http://www.fortscott.edu/about/index.aspx) and routed to the Dean of Finance and Operations.

**Major Emergency:** Any incident, potential or actual, which affects an entire building, buildings, or people, and which will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the College administration during times of crises. Report a major emergency immediately to the Dean of Students at 620-223-2700 ext. 3500 for the Fort Scott Campus or to the Associate Dean of the Miami County campus at 913-294-4178 or the Pittsburg Campus at 620-231-3690, as appropriate.

**Disaster:** Any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass student/personnel injuries and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Operations Center will be activated, and the appropriate support and operational plans will be executed. If available, the President's office will be used on the Fort Scott campus and the VP's office will be used on the Miami County or Pittsburg

campus to coordinate disaster response. If not, a suitable site off-campus will be chosen from a list developed in conjunction with the local police department. In addition, any incident that has the potential for adverse publicity concerning campus resources should be promptly reported to the office of the President at 620-223-2700 ext. 5200 or one of the VP's offices as appropriate. During non-business hours, contact either the VP of Student Life for the Fort Scott campus, or the Associate Dean of the Miami County campus or the Crawford County campuses as appropriate.

Only the College President or his /her designee is authorized to speak directly with the media about such incidents without the prior clearance by the President.

## **2.5 Assumptions**

The College Emergency Action Plan (EAP) is based on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. Hence, the following are general guidelines:

- An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning. The series of events in an emergency are not predictable; published support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency.
- Disasters may affect residents in the geographical location of the College. Therefore City, County, and Federal emergency services may not be available. A delay in off-campus emergency services may be expected.
- A major emergency may be declared if information indicates that such a condition is developing or is probable.

## **2.6 Declaration of a Campus State of Emergency**

The authority to declare a campus state of emergency rests with the College President or his/her designee as follows:

During the period of any campus major emergency, the Dean of Students, the Associate Dean of the Miami County campus, or the Crawford County campuses, shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain

educational facilities. The Dean shall immediately consult with the President or designee regarding the emergency and the possible need for a declaration of a campus state of emergency. When this declaration is made, only registered students, faculty, staff, and affiliates (e.g., contract service employees) are authorized to be present on campus. Those who cannot present proper identification (student registration, employee ID or other ID) showing their legitimate business on campus may be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with the Kansas statutes.

In addition, only those faculty, staff members, and contractors who have been assigned emergency resource team duties or issued an emergency pass by the President, the Dean or designee will be allowed to enter the immediate disaster site.

In the event of tornado, earthquake, aftershocks, fire, severe weather event or major disaster occurring on or about the campus, or which involve College property, the President, the VP and/or VP of Operations, and personnel will be dispatched to determine the extent of any damage to the College property.

## **Section 3: Specific Emergency Procedures**

The following specific emergencies are addressed in this section:

- Reporting Emergencies
- Building/Campus Evacuation
- Medical Emergencies
- Pandemic Outbreak
- Fires
- Severe Weather - Closing/Early Dismissal
- Tornado
- Utility Failure
- Suicide/Psychological Crisis
- Violent or Criminal Behavior
- Bomb Threat
- Chemical Spill
- Explosion on Campus
- Civil Disturbance
- Earthquakes

The procedures covered in this section should always be followed in sequence, unless conditions dictate otherwise.

### **3.1 Reporting Emergencies**

**To report an emergency**, contact the Dean of Students, (620) 223-2700 ext. 3500 or designee or the Crawford County Campus, (620) 231-3690, or the Associate Dean of the Miami County campus, (913) 294-4178 or their designee. If the situation warrants immediate emergency response, **dial 911**. See After-Hours phone list for contact information in case of emergencies after hours.

The appropriate VP will be prepared to dispatch appropriate emergency response units (Fire/Rescue or Ambulance) to any location on campus, or dispatch appropriate college personnel to provide immediate assistance for hazardous spills, search-and-rescue, and other similar emergencies.

In order to assist the operator in processing the call quickly and efficiently, please be prepared to give the following information:

- What you saw, heard, or found
- The exact location of the incident
- The phone number of the phone you are using
- Details of the situation
- Your name and address

Then **stay on the line** until you are told to hang up.

**KEEP CALM . . . KEEP OTHERS CALM!**

As soon as time permits, fill out the appropriate serious Accident/Incident Form (found on the Employee Pages, <http://www.fortscott.edu/about/index.aspx>) with pertinent information and forward to your supervisor.

### **3.2 Evacuation Procedures**

#### **3.2a Building Evacuation t**

All building evacuations will occur when a building alarm (fire alarm) sounds and/or upon notification by a FSCC designee.

When the building evacuation alarm is activated, leave by the nearest marked exit and alert others to do the same. *EVERYONE MUST EXIT THE BUILDING - ONLY ESSENTIAL EMERGENCY RESPONSE TEAM PERSONNEL ARE PERMITTED IN THE BUILDINGS UNTIL THE ALL-CLEAR IS GIVEN.*

***ASSIST THE HANDICAPPED IN EXITING THE BUILDING!***

Remember that elevators are reserved for handicapped persons. See procedures below to assist the handicapped.

***DO NOT USE THE ELEVATORS IN CASES OF FIRE OR EARTHQUAKE.***

Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, fire hydrant areas and walkways clear for emergency vehicles and personnel.

**DO NOT** return to an evacuated building unless told to do so by the building coordinator.

#### **3.2b Campus Evacuation**

Evacuation of all or part of the campus grounds will be announced by the FSCC Emergency Response team as described.

All persons (students and staff) are to evacuate immediately the area of campus in question and relocate to another part of the campus grounds as directed.

### **3.2c Procedure for Emergency Evacuation of Individuals with Disabilities**

The following procedures are intended to assist disabled persons with an emergency evacuation from any buildings on the campus of Fort Scott Community College. The guidelines set forth in this section are in compliance with NFPA 101 Life Safety Code and the Americans with Disabilities Act as amended.

Fort Scott Community College policies and procedures require all persons in a facility to evacuate that facility any time the fire alarm system is activated or other emergency that requires building evacuation. Persons with disabilities may not be able to evacuate unassisted. Therefore, they should inform another person that assistance may be necessary during an evacuation.

#### **General Guidelines**

- Remember that individuals with similar disabilities are unique. Listen to the individual; he/she is the expert regarding his/her own disability.
- Always ask the individual if there are any special considerations or items that need to come with him/her during the evacuation.
- There are “hidden” disabilities that may need assistance, including health, psychiatric disabilities (anxiety disorders, depression, personality disorders, etc.), and some vision or hearing impairments.
- Some individuals may utilize service animals such as guide dogs, hearing dogs or assistance animals. When possible, keep the team together.

#### **“Buddy System” Option**

Persons with disabilities that limit mobility are encouraged to utilize the “Buddy System.” Persons with disabilities that limit mobility may be defined as anyone who uses assistive devices such as canes, crutches, or wheelchairs or who has slower mobility due to illness or injury. Also, persons with limited vision and hearing may need assistance to evacuate.

During the first week of class, students on the Fort Scott campus with disabilities that limit mobility are encouraged to disclose their disability to the Dean of



Students. Students should disclose any special assistance that might be required in the event of a fire alarm or other emergency evacuation. The Dean of Students will work with appropriate staff to then make it part of the emergency action plan to locate and identify the student to the appropriate emergency authorities.

Persons with limited mobility are also encouraged to make acquaintances with fellow students, residents, or class members. When the fire alarm sounds, the “Buddy” will make sure of the location of the person with the disability, and then go outside and inform emergency personnel (Campus authorities, Fort Scott, Crawford County, or Miami County Fire or Police Departments) that a person in a specific location needs assistance in leaving the building. Emergency personnel will then enter the building and evacuate that person.

If conditions allow, the “Buddy” may choose to assist the person with disability during the evacuation of the building.

***ELEVATORS ARE NOT TO BE USED IN AN EMERGENCY EVACUATION.***

Elevators will stop in the event of a power outage and persons will become trapped inside.

**Evacuation Options**

Use of the “Buddy System” along with the following evacuation options will help to assure the prompt evacuation of any person with a disability.

- **Horizontal Evacuation:** Move away from the area of imminent danger to a safe distance such as another wing, adjoining building, opposite end of the corridor, or outside if on ground level.
- **Vertical (Stairway) Evacuation:** Stairways can be used by those who are able to evacuate with or without assistance. Enclosed stairways are a safe refuge due to fire and smoke doors that enclose the area. Persons with sight disability may require the assistance of a sighted person. Persons who must use crutches or other devices as walking aids will need to use their own discretion, especially when several flights of stairs are concerned.
- **Stay in Place:** Unless danger is imminent, remain in a room with an exterior window and a telephone, closing the door. Dial 911 for emergency assistance. Give your name, location, and the reason you are calling. Phone lines normally

remain in service during most building emergencies. If the phone lines do fail, you can signal from the window by waving a cloth, towel, sheet, or other object to attract attention.

### **Disability Guidelines**

- Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation.
- **Mobility Impaired (Wheelchair):** Persons using wheelchairs should stay in place or utilize some type of horizontal evacuation with their “Buddy” when the alarm sounds. The evacuation “Buddy” should immediately proceed to the evacuation assembly point outside the building and inform emergency personnel about the location of the person with disability. Dial 911 for emergency assistance.
- **Mobility Impaired (Non-Wheelchair):** Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (e.g., detectable smoke, fire, or unusual odor), the person with disability may choose to stay in the building, using the other options, until emergency personnel arrive.
- **Hearing Impaired:** Most buildings on campus are equipped with fire alarm horn/strobes that sound the alarm and flash strobe lights. The strobe lights are for hearing impaired persons. Persons with hearing impairments may not notice or hear emergency alarms and will need to be alerted of emergency situations.
- **Visually Impaired:** Most buildings on campus are equipped with fire alarm horn/strobes that sound the alarm and flash strobe lights. The horn is for the sight-impaired persons. Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route could be different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating a building. A “Buddy” should offer assistance to the individual with visual impairment and guide him/her through the evacuation route.

### **3.2d Residence Halls**

Boileau Hall has two rooms designated for persons with disabilities: rooms 513 and 515. Greyhound Hall has two rooms designated for persons with disabilities: rooms 209 and 210. At the beginning of each semester, the Director of Student Life will conduct meetings with their floors to discuss the “Buddy System” as well as other emergency procedures including location of nearest stairwells for exit, nearest fire extinguishers and how to use them, etc.

The Director of Student Life tracks disabled persons residing in the halls and provides this list to the FSCC emergency response team. In the event of a fire alarm, the emergency response team members respond to the disabled persons’ rooms to verify whether they were able to evacuate appropriately.

Students who experience temporary disability, such as those who are temporarily on crutches or recovering from a surgical procedure, should identify themselves to the Director of Student Life so that they can be included in this procedure.

### **3.2e Following Evacuation**

Students and personnel are to evacuate the building and congregate in one area. Students *are not* to leave campus without first providing their name and location to college personnel on-site. This is to facilitate communication between parents or others who may call the College to locate the student and to assist College and/or local police in any investigation. Students should make every attempt to contact their parents or other family members to report their condition.

### **3.3 Medical Emergency**

If a medical emergency occurs off campus, call 911.

If serious injury or illness occurs on campus, immediately call 911 or the Switchboard during normal business hours. The Switchboard will notify 911 as necessary. As time permits, please call the Dean of Students, (620) 223-2700 ext. 3500 or designee or Crawford County campus, (620) 231-3690, or the Associate Dean of the Miami County campus, (913) 294-4178 or their designee. Give your name; describe the nature and severity of the medical problem and the campus location of the victim.

In case of minor injury or illness, provide First Aid care. Note: *Only qualified trained personnel should provide first aid treatment (i.e. CPR, AED, etc.).* Use only sterile first aid materials.

**In case of serious injury or illness quickly perform the following steps:**

1. If available, an automated external defibrillator (AED) should be taken to all medical emergencies.
2. Stay calm and quickly assess the situation.
3. CALL 911 (or the Switchboard) *immediately* if the victim is:
  - having trouble breathing
  - has uncontrolled bleeding
  - has injured an extremity (arm or leg) so that it looks obviously deformed
  - is complaining of or appears to be in severe pain
  - is unconscious or has altered consciousness
  - is having a seizure
  - is complaining of neck pain
  - is unable to stand
  - if you need additional assistance and no one else is available to help
4. Do not administer any type of medical treatment if you have not been specifically trained to do so.
5. Do not move the victim unless their current location is causing them harm or is a possible endangerment to their life.
6. If the victim becomes unconscious, is not breathing or has no pulse, follow the guidelines established in the Automated External Defibrillator (AED) Policy and Procedures Addendum to the EAP.
7. Contact others for additional help.
8. Remain calm and help the victim relax; try to keep them warm and comfortable until experienced medical help arrives.
9. Keep crowds from gathering around the victim and keep the general area clear for emergency personnel.
10. Employees injured on the job are required to notify Human Resources and will be directed to seek treatment immediately at physician's office or emergency room for work-related injury care (Worker's Compensation claims).

**3.3.1 Food Borne Illness Emergency Response Plan**

In the event of an illness caused by food consumed on campus, the FSCC/food service company and production of that food item will be suspended.

- The food suspected of causing illness will be packaged, labeled, refrigerated and retained for sampling.
- Notification of the illness will be given to the Manager of the food service company, Dean of Students, and the Director of Student Life.
- The Food Service Manager on campus will begin a food-related incident report. This procedure will be followed including sampling and notification of the Kansas Department of Health and Environment, Department of Food Safety and Consumer Protection at 785-296-5600.
- Resumption of food service will be at the direction of the Kansas Department of Health and Environment, Department of Food Safety and Consumer Protection working in conjunction with the food service company.
- The VP of Student Life working in conjunction with the Director of Student Life will coordinate and take necessary steps to ensure college housing residents are provided necessary food supplies.

### **3.3.2 Airborne Illness Emergency Response Plan**

In the event of an illness at FSCC caused by an airborne virus or bacteria, or other airborne contaminant, the air handlers to the building should be shut down immediately and staff evacuated from the building.

- Contact the Dean of Students
- The Dean of Students will notify the VP of Finance and Operations and then continue to assist with evacuation and sealing and/or quarantine of the building.
- At Miami County and Crawford County Campuses contact the appropriate Associate Dean.

Persons suffering with respiratory difficulty should be transported to the nearest hospital for evaluation. Any person in respiratory distress (i.e., short of breath, choking, having difficulty breathing) will need emergency medical assistance. Contact 911.

Dean of Students, (620) 223-2700 ext. 3500, will contact other administrative staff as indicated and the College legal counsel.

The Kansas State Infectious Disease Epidemiology and Response will be contacted at 877-427-7317 to begin an epidemiology investigation.

The building will remain sealed until released by the Kansas State Infectious Disease Epidemiology and Response.

In the event of a possible pandemic flu outbreak, the administrator in charge, in conjunction with other emergency operations personnel, will determine the threat level of the current outbreak and take appropriate actions. These actions may include, but not be limited to, the following:

- cancellation of classes, sporting events and/or other public events;
- closure of campus, student housing, and/or public transportation;
- quarantine of affected students and staff.

### **3.4 Fire**

In all cases of fire, call 911 immediately.

Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.

If a minor fire appears controllable, promptly direct the charge of the nearest fire extinguisher toward the base of the flame. If an emergency exists, activate the building alarm (fire alarm).

In the case of large fires that do not appear controllable, IMMEDIATELY call 911. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen available to it. DO NOT LOCK DOORS. Take all personal belongings (cell phones, keys, purses, wallets, etc.).

When the building evacuation alarm is sounded, assume an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.

***ASSIST THE HANDICAPPED IN EXITING THE BUILDING!  
DO NOT USE THE ELEVATORS DURING A FIRE.***

Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.

Once outside, move to the designated assembly point within the area. Keep streets, fire lanes, fire hydrants, and walkways clear for emergency vehicles and crews. Remain in your designated evacuation location until cleared by emergency personnel. If requested, assist emergency crews as necessary.

A Field Emergency Command Post will be set up near the emergency site. Keep clear of the command post unless you have official business.

DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a FSCC Emergency Response Team Member.

***NOTE:** If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window, as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. Use your personal cell phone if available to call 911.*

## **KEEP CALM, AND HELP OTHERS REMAIN CALM**

### **3.5 Severe Weather Closing/Early Dismissal**

If, due to an emergency (e.g., inclement weather, power failure, etc.), it becomes necessary to close the College or to delay the normal work schedule, the College will notify the local TV and radio stations as noted below:

- Local Radio Stations
  - Fort Scott KMDO/KOMB 1600 AM/103.9 FM
  - Pittsburg KKOW 860 AM/96.9 FM
  - Nevada KNEM/KNMO 1240 AM/97.5 FM
  - El Dorado Springs KESM 1580 AM/105.5 FM
- TV Stations
  - KOAM Channel 7
  - KFJX Channel 14

- KSNF Channel 16
- KODE Channel 12

Director of Institutional Research will update the College's text-messaging system to immediately notify all subscribers of the closing.

### **3.6 Tornadoes**

Tornadoes are one of FSCC's highest risks for a disaster. Tornadoes typically travel on a northeast path. April through August are the highest risk months for a tornado; however, there is potential for a tornado in any month. It is essential for all FSCC constituents to be weather aware as severe weather is just as dangerous as a tornado.

#### **3.6.a Definitions**

- **Tornado Watch:** Indicates that conditions exist for a tornado to develop.
- **Tornado Warning:** Indicates that a tornado has actually been sighted or indicated on radar.

**NOTE:** One clue that a tornado could develop is when a thunder storm produces hail. The larger the hail stone, the more likely that a tornado will occur.

#### **When a tornado warning is announced:**

- Remain calm. Turn on all available televisions and radios to local weather stations.
- The President, Dean of Students will contact all Building Designees through RAVE and/or cell phone.
- Please do not use the college phone system if possible!
- The Building Designee should go to each room and instruct occupants to evacuate to their designated location until clearance is given.
- Your best protection is an underground shelter (or basement) or a substantial steel-framed or reinforced concrete building.
- If your residence hall or campus building has no basement, take cover under heavy furniture on the ground floor in the center of the building, or



in a small room on the ground floor that is away from outside walls and windows.

- In the off-campus housing locations, students and staff will move to the following areas:
  - Greyhound Lodge: Basement of the building located down the ramp on the northeast side of the building.
  - Garrison Apartments: Try to get to the lower level of Hedges Administration Building. If time does not permit, shelter in the bathroom of an apartment on the lower floor.
- Stay away from windows to avoid flying debris.
- If you are outside and there isn't time to get into a building take cover and lie flat in the nearest depression, such as a ditch, culvert, excavation or ravine.
- ***All occupants should remain in their designated evacuation shelter until clearance is given*** by the Building Coordinator or emergency personnel.

Proceed immediately to the designated storm shelter area for your building and stay there! Stay away from windows.

## **DO NOT RETURN TO AN EVACUATED BUILDING**

Until you are told it is safe to do so, by a college official.

### **3.6b Building Shelter Plan**

FSCC employees will receive notice of possible approaching tornadoes or severe thunderstorms by RAVE. Buildings will be evacuated as follows:

#### **GREYHOUND LODGE**

The basement of Greyhound Lodge is on the left-hand side of the building if facing the front. It would be Northwest towards Devon KS

#### **GARRISON APARTMENTS**

Try to get to the lower level of Hedges Administration Building. If time does not permit, shelter in the bathroom of an apartment on the lower floor.

#### **BAILEY HALL**

Inside the Round Rooms or to the hallway outside of A 130 and A 132.

### **ARNOLD ARENA**

All go to the lower level of the Dick Hedges administration building. If time does not permit, move to the women's basketball locker room in Arnold Arena.

### **BURRIS HALL**

Move to the lower level of the Hedges administration building. If time does not permit, move to the bathrooms in Burris Hall.

### **DICK HEDGES ADMINISTRATION BUILDING, BOILEAU HALL, & GREYHOUND HALL**

Take shelter in the lower level of the Hedges administration building.

### **MAINTENANCE BUILDING**

Move to the lower level of the Hedges administration building. If time does not permit, move to the bathrooms of the Maintenance Building.

### **ATHLETIC FIELDS**

Move to the lower level of the Hedges administration building.

### **JOHN DEERE EAST CAMPUS**

Move to an interior room or hallway.

### **FSCC COSMETOLOGY**

Leave the building and move to the Bailey Hall inside hallway on the east side of the Round Rooms. If time does not permit, move to D-100.

### **STARS Campus, Pleasanton, KS**

Move to an interior room or hallway.

### **HARLEY DAVIDSON**

Move to the interior hallway.

### **CTEC, Pittsburg, KS**

Move to an interior room or hallway.

## **MIAMI COUNTY CAMPUS**

Move to the basement and the interior hallway.

The Building Designees at Fort Scott Community College will consist of the following individuals:

Dick Hedges Administration Building - President, VP of Finance & Operations

Burriss Hall Building – AG Instructor

Arnold Arena – Athletic Director

Bailey Hall – Dean of Students, VP of Academic Affairs

Danny & Willa Ellis Family Fine Arts Center – Foundation Director

Fort Scott Cosmetology – Cosmetology Instructors

Boileau & Greyhound Hall – Director of Student Life, Dean of Students, and RA's  
East Campus – John Deere Instructor

Miami County Campus – Associate Dean of the MCC

Harley-Davidson – Director of HD

HVAC – Director of HVAC

Construction Trades – CT Instructor

Greyhound Lodge – Director of Student Life

Garrison Apartments – Director of Student Life

CTEC- CTEC Director

### **3.7 Utility Failure**

In the event of a major utility failure occurring during regular working hours (8:00 a.m. through 5:00 p.m., Monday through Friday; 7:00 a.m. through 6:00 p.m. Monday through Thursday-June & July only), immediately notify the Facilities Department.

If there is potential danger to building occupants, or if the utility failure occurs after hours, on weekends or during a holiday, notify the VP of Finance and Operations.

If an emergency exists, activate the building alarm (fire alarm) and evacuate the building.

***ASSIST THE HANDICAPPED IN EXITING THE BUILDING!***

Remember that the elevators are reserved for handicapped persons.

***DO NOT USE ELEVATORS IN CASE OF FIRE.***

Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep the walkways, fire lanes, and hydrants clear for emergency crews.

If requested, assist the emergency crews as necessary.

A Field Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.

**3.7a Electrical/Light Failure**

Campus building emergency lighting should provide sufficient illumination in corridors and stairs for safe exiting. It is, however, advisable to have a flashlight available for emergencies. Emergency flashlights should be kept in all departments.

- VP of Finance and Operations, (620) 223-2700 ext. 5130

If failure occurs during the weekend or a holiday period call 1-888-482-4950.

**3.7b Elevator Failure**

If you are trapped in an elevator, use the emergency alarm (located on the front panel), which will signal for help.

**3.7c Plumbing Failure/Flooding**

Cease using all electrical equipment. Contact the VP of Finance and Operations and they will contact the utilities department.

**3.7d Gas Leak**

Cease all operations. DO NOT SWITCH ON / OFF LIGHTS OR ANY ELECTRICAL EQUIPMENT. Electrical arcing can trigger an explosion. Contact the VP of Finance and Operations and they will contact the utilities department. Immediately vacate the area.

### **3.7e Ventilation Problem**

If smoke odors come from the ventilation system, immediately notify the FSCC Facilities Department at extension 4610 or 4700, or VP of Finance and Operations. If necessary, cease all operations and vacate the area.

### **3.8 Suicide/Psychological Crisis**

**Southeast Kansas Mental Health Center (Ask for Crisis Services): 620-223-5030**  
**National Suicide Prevention Lifeline 800-273-8255**

A psychological crisis exists when an individual is threatening to harm him/herself or others, or is out of touch with reality due to severe drug reactions or psychological problems.

- Psychological problems may be manifested by hallucinations or uncontrollable behavior. Also, the person could have become lost from his/her nursing home or hospital.

If you believe a psychological crisis exists:

IMMEDIATELY call the Dean of Students at 620-223-2700 ext. 3500 or Athletic Director ext. 7230. After hours, call the Dean of Students (620) 719-6943 (cell) or Athletic Director at 620-875-4228. If you cannot reach a college employee or it is an emergency, **immediately, call 911.**

- Clearly state that you need immediate assistance, give your name, your location, and the area of campus involved.

Fort Scott Community College does offer mental health services through the SEK Mental Health Center. The office is located within Bailey Hall, Student Services, Monday and Wednesday from 9am-4pm and Wednesday 12pm-4pm. A crisis line is available for students as well at 888-588-6774.

***NEVER TRY TO HANDLE A DANGEROUS SITUATION ON YOUR OWN.***

If a suicide attempt is verbalized:

1. Remain with the person unless you believe you are at risk with the person.
2. Enlist the help of others in the immediate area if possible.
3. Contact the Dean of Students at 620-223-2700, ext. 3500 or Athletic Director ext. 7230 or designee. Designees at off-campus sites.

4. In Fort Scott contact the mental Health Center at 888-588-6774. Crawford County Mental Health Center at: 620-231-5130, Miami County Mental Health Center at: 913-294-5755, and Southeast Mental Health Center in Fort Scott: 620-223-5030. For other areas in Southeast Kansas Mental Health Center at: 620-431-7890.

Crisis staff at the mental health center will ask questions to initially assess risk. They may direct you to take the person to the mental health center or local hospital for further evaluation. If you are unable to safely transport the person, contact local law enforcement for assistance.

**If a suicide attempt is made:**

**1. Call 911.**

2. Call the Dean of Students at 620-223-2700, ext. 3500 or designee. After hours, call the Dean of Students at 620-719-6943(cell) or designee.

3. Remain calm and try to get the victim to relax.

4. Get as much information as possible so you can share it with emergency care providers when they arrive.

5. Someone will need to receive emergency personnel near the entrance and direct them to the location of the suicide attempt.

6. Stay with the victim until the ambulance arrives.

### **3.9 Serious Violent or Criminal Behavior**

- Call 911

- Call **Fort Scott Campus:** Dean of Students (620) 223-2700 ext.3500 or Athletic Director ext. 7230

**Miami County Campus:** Associate Dean of the Miami County campus, (913) 294-4178 or their designee.

Promptly notify the Dean of Students as soon as possible and report the incident, including the following:

- Nature of the incident.
- Location of the incident.
- Description of person(s) involved.
- Description of property involved.

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and by promptly reporting them.

If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify the Dean of Students or the appropriate Dean on campus.

Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.

**If there is gunfire or an explosion, you should take cover immediately using all available concealment. Call 911 from your personal cell phone if available. After the disturbance, seek emergency First Aid if necessary.**

### **3.9a What to Do If Taken Hostage**

- Be patient. Time is on your side. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive.
- The captor is emotionally imbalanced. Don't make mistakes that could endanger your life.
- Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile.
- Maintain eye contact with the captor at all times, if possible, but do not stare. Treat the captor like royalty.
- Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
- Be observant. You may be released or escape. The personal safety of others may depend on your memory.
- Be prepared to answer the police on the phone. Be patient, wait. If the opportunity presents itself attempt to establish rapport with the captor.

- If medications, First Aid, or rest room privileges are needed by anyone, say so. In all probability, the captors do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

### **3.10 Bomb Threat**

If you become aware of a bomb threat:

**Fort Scott Campus:** Dean of Students (620) 223-2700 ext.3500 or the VP of Finance and Operations (620) 223-2700 ext. 5130 or Athletic Director ext. 7230

**Miami County Campus:** Associate Dean of the Miami County campus, (913) 294-4178 or their designee.

If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT!** Clear the area and immediately call the 911. Then report the incident immediately to the Dean as appropriate and noted above.

#### **If you receive a bomb threat over the telephone:**

- Remain calm, courteous, and professional. Do not place caller on hold or attempt to transfer the call.
- Allow the caller to complete everything he/she has to say. Never argue with or ridicule the caller. Let the caller know you want to save lives and urge him/her to help you.
- Where possible, have someone responsible quietly listen into the conversation.
  - Attempt to ask the caller the following questions and write down the answers as possible:
    - o When is the bomb going to explode?
    - o Where is the bomb located?
    - o What kind of bomb is it?
    - o What does it look like?
    - o Why did you place the bomb?

#### **Keep talking to the caller as long as possible and record the following:**

- The time of the call
- The age and gender of the caller
- The caller's speech pattern, accent, etc.



- The emotional state of the caller
- Any background noise you are able to hear
- Any other characteristics of the caller that you noted

**Call the 911 as soon as possible. If possible, have someone else call 911 while you have the caller on the phone.**

The Fort Scott Police Department with assistance from FSCC personnel will conduct a detailed bomb search. College staff members are requested to make a cursory **VISUAL** inspection of their area for suspicious objects and to report the location to the FSCC emergency response team.

***DO NOT TOUCH THE OBJECT!***

Do not open drawers, cabinets, or turn lights on or off.

If an emergency exists, activate the building alarm (fire alarm) and evacuate the building.

When the building evacuation alarm is sounded or an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.

***ASSIST THE HANDICAPPED IN EXITING THE BUILDING!***

Remember that elevators are reserved for handicapped persons.

Do not use elevators in case of fire.

***REMAIN CALM, AND HELP OTHERS TO REMAIN CALM.***

Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

If requested, assist emergency crews as necessary.

**DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by the Fort Scott Police Department.

### **3.11 Chemical Spill**

If you observe or suspect that a chemical spill has occurred, contact the FSCC Facilities Department at extension 4610 or 4700.

Whenever hazardous substances (solids, liquids, or gases) are unintentionally released on FSCC property, every effort shall be made to protect students, employees, visitors, responders, the general public, and the environment from exposure to the substance.

Each employee who handles potentially hazardous substances must be aware of the identity and nature of the substances with which they work, and will be trained in the handling and disposal of these substances per state and federal guidelines. Students must not be allowed to handle potentially hazardous substances except when under the direct supervision of a faculty or staff member.

### **3.11a Procedures for Unintentional Releases (Spills) of Potentially Hazardous Substances**

#### **Small Releases of Relatively Nontoxic Materials**

When a small amount of a relatively nontoxic material (such as paint, adhesives, or oil) is unintentionally released, if the person(s) working with the material can remediate the spill safely, they should do so. It is highly recommended that each work area that uses these types of materials have supplies on hand for use in the cleanup. For example, in the event of a paint spill, there should be some absorbent such as an “oil dry” product, vermiculite, or cat litter for use on the spilled material. The used absorbent must be disposed of properly. The affected area must immediately be cleared of all persons who are not involved in the spill remediation.

If the person(s) working with the material believe that they are unable to remediate the spill, they should immediately contact FSCC Facilities Department at extension 4610 or 4700.

#### **Larger Releases of Relatively Nontoxic Materials or Releases of Moderately Hazardous Materials**

A moderately hazardous material is one with any of the following characteristics:

- The material is considered to be caustic (acidic or basic)
- The material is flammable
- The material has a significant vapor pressure (a noticeable odor)

Whenever any of these materials is spilled, the area must immediately be cleared of all students and all nonessential employees. If the person(s) working with the material can *safely* remediate the spill, they should do so as soon as the area is cleared of all nonessential persons. If the spill cannot safely be remediated by the person(s) working with the material, contact FSCC Facilities Department at 620-223-2700 extension 4610 or 4700.

The FSCC Facilities Department will be responsible for contacting state and federal spill emergency response teams if necessary.

### **3.11b Any Release of Any Highly Hazardous Material**

Highly Hazardous Materials are those that have the following characteristics:

- Are toxic gases
- Are liquids with high vapor pressures and toxic vapors
- Can be reasonably expected to be an imminent fire hazard

If a highly hazardous material is spilled or released, the building must immediately be cleared, contact the FSCC Facilities Department.

Department will be responsible for contacting state and federal emergency response teams if necessary.

Whenever there is a spill or release of toxic gases or volatile liquids, evacuated persons are to leave the affected building and go to a location *upwind* of the spill location.

**NOTE:**

*As per US Occupational Safety and Health Administration (OSHA) regulations, the members of any Spill Response Team must have successfully completed the 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) training course. ONLY HAZWOPER trained persons are legally qualified to be on the Spill Response Team. Therefore, College employees should not attempt to clean up highly hazardous materials.*

### **3.12 Explosion on Campus**

If an explosion occurs on campus, take the following action:

- Immediately take cover under tables, desks, and other objects that will protect you from falling glass or debris.
- After the immediate effects of the explosion and or fire have subsided, call 911 either using the College phone system or your personal cell phone. Give your name and describe the location and nature of the emergency.
- If necessary, or when directed to do so, activate the building alarm (fire alarm).
- When the building evacuation alarm is sounded or when you are told by college officials to leave or emergency response personnel, walk quickly to the nearest marked exit and advise others to do the same.

***ASSIST THE HANDICAPPED IN EXITING THE BUILDING!***

Remember that elevators are reserved for handicapped persons.

***DO NOT USE ELEVATORS IN CASE OF FIRE.***

***REMAIN CALM.***

Once outside, move to the designated clear area that is at least 500 feet away from the affected building. See emergency route maps posted in buildings.

Keep streets and walkways clear for emergency vehicles and crews. Know your area assembly points.

If requested, assist emergency crews as necessary.

A Field Emergency Command Post may be set up near the disaster site. Keep clear of the command post unless you have official business.

**DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a college official.

**3.13 Civil Disturbance or Demonstrations** Most campus demonstrations such as marches, meetings, picketing, and rallies will be peaceful and non-obstructive.

A student demonstration should not be disrupted unless its participants are violating the Student Code of Conduct (as outlined in the Student Handbook). Such violations might include but are not limited to the following:

- Intentional or reckless interference with normal College activities and functions. (Examples of such activities/functions include but are not limited to studying, teaching, public speaking, research, administration of the College, or emergency, fire, or police operations)
- Intentional interference with the freedom of expression of others
- Actions, explicit or implied threats, or gestures, which place a person in reasonable fear of unwelcome physical contact or harm
- Intentional or reckless behavior which may, or in fact does, deface or cause damage to college property or the property of others

If any of these conditions exist, the Dean of Students. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed.

### **3.13a Peaceful, Non-Obstructive Demonstrations**

Generally, demonstrations of this kind should not be interrupted or obstructed in any way. Efforts should be made to conduct College business as normally as possible.

- Determination will be made by the Dean of Students or his/her designee to treat the violation of regular closing hours as a disruptive demonstration (see below).

### **3.13b Non-Violent/Violent, Disruptive Demonstrations**

In the event that a demonstration's participants are violating the Code of Conduct:

- The Dean of Students will immediately contact the President and then proceed to the scene. If demonstrators have not discontinued their violations, the Dean will ask the demonstrators to leave or to discontinue their violations of the Code of Conduct.

- If the demonstrators persist in their violations, they will be apprised that failure to discontinue the specified action within a determined length of time will result in disciplinary action and/or possible intervention by police authorities.
- Efforts, including the taking of photographs, if necessary, should be made to secure positive identification of demonstrators violating the Code of Conduct in order to facilitate later investigation.
- The Dean of Students and the President will determine the need for police intervention.
- If determination is made to seek police intervention, the demonstrators will be so informed.
- Upon arrival of the Fort Scott Police Department, the remaining demonstrators will be warned of the Police Department's intention to arrest.

### 3.14 Earthquake

During an earthquake, remain calm and quickly follow the steps outlined below.

- **If Indoors:** Seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
- **If Outdoors:** Move quickly away from buildings, utility poles, and other structures.

**CAUTION:** *Always avoid power or utility lines as they may be energized.*

If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.

After the initial shock, evaluate the situation and if emergency help is necessary, call 911.

Protect yourself at all times and be prepared for aftershocks.

Damaged facilities should be reported to the VP of Finance and Operations.

**NOTE:** *Gas leaks and power failures create special hazards. Please refer to the section on Utility Failures (Section 8.7).*

If an emergency exists, activate the building alarm (fire alarm). When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.

#### **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!**

Remember that elevators are reserved for use by the handicapped persons.

#### **DO NOT USE ELEVATORS IN CASE OF FIRE. REMAIN CALM.**

Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews. If requested, assist emergency crews as necessary. A Field Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.

**DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a college official.

### 3.15 Violent Intruder

#### Armed Intruder Emergency Information

An armed intruder emergency involves one or more persons using a weapon, most commonly a firearm engaging in a random or systematic attack. The vast majority of attacks in this country are over in a matter of minutes, involve persons known to one another, and are confined to a particular area.

Traditional response to this type of incident has been to shelter in place and wait for the police to arrive. While this type of response is not completely wrong, case studies of several armed intruder incidents have shown that using only this response has resulted in an increase in casualties. This college has adopted the “ALICE” response plan to assist you in your response to this type of incident.

#### A.L.I.C.E.

“A.L.I.C.E.” is an acronym for 5 steps you can utilize to increase your chances of surviving an attack by an armed intruder. It is important to remember that the “ALICE” response does not follow a set of actions you “shall, must, will” do when confronted with an armed intruder. Your survival is paramount in this situation. In this type of incident, your perception is the reality and you will be deciding what the appropriate action for you is to take.

- 1) **Alert** – Can be anything
  - Gunfire
  - Witness
  - Running/Chaos
  - Text Alert
  - Email Alert
  - Social Media
- 2) **Lockdown** – This is a semi-secure starting point from which to make a survival decision. If you decide to not evacuate, secure the room.
  - Lock the door
  - Cover any windows in the door if possible
  - Barricade the door with anything available



- Tie down the door if possible
  - Look for alternative escape routes
  - Call 911
  - Move out of the doorway in case gunfire comes through it
  - Once secured, do not open the door for anyone. Police will enter the room when the situation is over.
  - Gather weapons (cups, desks, laptops, phones) and mentally prepare to defend yourself or others.
  - Put yourself in a position to surprise the attacker should they enter the room.
- 3) **Incorm** – Using any means necessary to pass on real time information.
- Given in plain language
  - Can be derived from 911 calls, video surveillance, etc.
  - Who, what, where, when and how information.
  - Can be used by people in the area or who may come into it to make common sense decisions.
  - Can be given by phone alerts, PA announcements, push notifications, or police radio speakers.
- 4) **Counter** – This is the use of simple, proactive techniques should you be confronted by the armed intruder.
- Anything can be a weapon.
  - Throw things at the intruder’s head to disrupt their aim.
  - Create as much noise as possible.
  - Attack in a group (swarm).
  - Grab the intruder’s limbs and head and take them to the ground and hold them there.
  - Fight dirty – bite, kick, scratch, gouge eyes, etc.
  - Create chaos.
  - In you have control of the shooter, call 911 and tell the police where you are and listen to their commands when officers arrive on scene.
  - Do not take the weapon and hold it on the intruder. The police will not take the time to ask questions. Their priority is to eliminate the threat.
- 5) **Evacuate** – Remove yourself from the danger zone as quickly as possible.
- Decide if you can safely evacuate.
  - Run zigzag patterns as fast as you can.
  - Do not stop running until you are far away from the area.
  - Break out windows and attempt to quickly clear glass from the frame.

## **Section 4: Emergency Operations Center (EOC)**

When a major emergency occurs or is imminent, it shall be the responsibility of the President or their Designee to initiate the Emergency recall roster and set up the Emergency Operations Center (EOC) as directed.

The primary EOC for the Fort Scott Campus is office of the President.

The second EOC for the Fort Scott Campus is the office of the Dean of Students.

The third EOC for the Fort Scott Campus is the office of the VP of Finance and Operations.

The fourth EOC for the Fort Scott Campus is the office of the VP of Academic Affairs.

The off-campus EOC for the Miami County Campus is the office of the Associate Dean.

The off-campus EOC for the Pittsburg Campus is the office of the Associate Dean.

## **Section 4b: Direction and Coordination**

### **4.1 Emergency Director**

The President shall direct all emergency operations. In the absence of the College President, responsibility of the operations will be assumed in the following order:

#### **Fort Scott campus**

Dean of Students; VP of Academic Affairs; VP of Finance and Operations; Crisis Team Chair

#### **Pittsburg campus - Harley**

Harley Director

#### **Crawford County Tech Ed Center –**

CTEC Director, Construction Trade Instructor, Masonry Instructor

**Miami County campus:** Associate Dean of Miami County Campus

**Fort Scott Cosmetology:** Cosmetology Instructors

The first College employee on site shall assume operational control of the emergency until relieved by a designee.

**STARS :** STARS Director, Instructors

#### **4.2 Emergency Coordinator**

All emergency operations shall be coordinated from the Emergency Operations Center. The direct operational control of the campus major emergency or disaster is the sole responsibility of the College President or his/her designee. The coordination of campus emergency resources is the responsibility of the Dean of Students who will coordinate all immediate on-campus emergency functions as directed.

#### **4.3 Emergency Operations Center Staffing**

**EOC Leadership:** The College President, VP's or their designees will be responsible for taking command of the EOC and issuing directives necessary to effect orderly evacuation, rescue, cleanup, or other operations as required.

**Dean of Students:** *The Dean of Students or designee will act as the single point of contact for all external emergency response agencies* including, but not limited to, local police and fire emergency response teams, county emergency management, and any state or federal emergency response activities. During an actual emergency (or disaster simulation), direct emergency radio communications may be made by the VP or designee, with city or county emergency personnel per existing memos of understanding between FSCC, the city of Fort Scott Fire and Police Departments, and the Bourbon County Emergency Manager. The Dean or designee is also responsible for appropriating and directing manpower and equipment to cordon and maintain security in the affected area, and for furnishing equipment and directing manpower to set up barricades and to support evacuation efforts. Working with local and state emergency agencies, the Dean or designee will direct search and rescue

operations, maintain crowd control, direct large-scale evacuations, establish traffic flow routes, and assist with traffic control. The Dean of Students, or designee, will be responsible for serving as the liaison with student officers; evacuating and relocating students; establishing an emergency telephone information center to handle calls from parents, will be responsible for communicating with injured students and their families; assigning division staff to assist injured or hospitalized students and their families; writing letters to notify parents of the continuing care that is available to students (which will include local and state agencies, as well as any College-based care); and maintaining follow-up activities such as referrals for help outside the College setting.

**VP of Finance and Operations:** The VP of Finance and Operations, or designee will be responsible for furnishing and directing manpower and equipment for restoring buildings to functional use, performing damage assessment, and determining if buildings are structurally sound before being occupied. The VP of Finance and Operations or designee will also have the responsibility of furnishing and directing manpower and equipment to initiate cleanup operations.

**The President or Designee:** The President or designee (Director of Strategic Communications) will serve as official spokesperson for the College, and will be responsible for responding to requests from the outside media and for providing news releases to the public.

**VP of Academic Affairs:** The VP of Academic Affairs, or designee, will be responsible for informing faculty; delegating their responsibilities; direct the staff to remain in their department location, if safe; to secure student files and provide student-related information; and will recommend the restarting of classes and activities after a crisis.

**VP of Finance & Operations:** The VP of Finance & Operations or designee will be responsible for notifying risk management and insurance companies about the emergency, and for authorizing purchases of outside services and materials needed for the management of emergency situations.

**Director of Human Resources:** In the event the computer network is unavailable,

the Director of Human Resources will be responsible for providing employee data and information to the Crisis Management Team; to secure personnel files and provide employee-related information; helping to identify injured and missing employees involved in the emergency; checking staff records for all injured to determine special medical needs that may be on file; supervising the collection of information about those involved in the emergency; communicating with injured employees and families; arranging support services, as needed; facilitating Worker's Compensation Reports; assisting with medical claims, insurance, etc.; assigning staff to assist injured or hospitalized employees; coordinating internal and external communications with the College spokesperson regarding employee status following crisis situation. The Director of Human Resources will also be aware of the requirements of the Freedom of Information Act and consult the EOC team when information is being released outside the Center.

**Director of Information Technology:** The Director of Information Technology will be responsible for coordinating the use of technology, assisting in establishment/maintenance of an emergency communications network; supervising the use of the College computer system for communication with the President's office, and the EOC. As needed, the Director of Information Technology will report to the President, or designee various sites involved in the communication system if there are problems in that system, and provide technical support for all communications hardware.

**College Attorney:** The college attorney will be responsible for providing advice and legal counsel regarding various response scenarios and their impact on college operations.

#### **4.4 Field Emergency Command Post**

If the emergency involves only one building or a small part of the campus, a police or fire vehicle should be placed as close to the emergency scene as is reasonably possible.

#### **4.5 VP of Finance and Operations - Damage Control:**

The VP of Finance and Operations has the following responsibilities:

- Provides personnel and equipment to perform: shutdown procedures, hazardous area control, damage assessment, debris clearance, emergency repairs and equipment protection.
- Provides vehicles, equipment, and operators for movement of personnel and supplies, assigns vehicles as required to the Emergency Resource Team for emergency use.
- Obtains the assistance of utility companies as required for emergency operations.
- Furnishes emergency power and lighting systems as required.
- Surveys habitable space and relocates essential services and functions.
- Provides facilities for emergency fuel during actual emergency or disaster periods.
- Provides for storage of vital records at an alternate site; coordinates with department heads for liaison and support.

#### **4.6 Public Information Officer: (Digital Content Specialist)**

The College has two basic guidelines to observe in media relations during emergency situations:

- *Only an authorized spokesperson (the College President or designee will meet or talk with the media.*
- *Only factual information may be released; no speculation is to be offered.*

#### **Media Contact information:**

##### **Contact Information: During Regular Hours**

President's office: 620-223-2700 ext. 5200

Digital Content Specialist: 620-223-2700 ext. 4500

### **Contact Information: After Hours**

See after hours phone list.

### **Other Guidelines**

- All faculty and staff are advised to report crisis situations to their immediate supervisor. They are also reminded not to speak to the media on behalf of the College.
- The President's Office must be informed immediately of existing emergencies. Complete details should be made available to them, including the nature of the emergency, how it began, who is involved, what is happening now, and what help has been requested.
- The President, or designee and the Public Relations department shall confer and decide on the appropriate responses to the media.
- All calls from the media are referred directly to the President's office at 620-223-2700, ext. 5200.
- The College Crisis Management Team will designate a room on campus for press/media representatives, if necessary.

### **Duties of Digital Content Specialist/Public Relations Director following an Emergency**

- As soon as is practical, President or Director of Strategic Communication, and/or designee will provide a news release for the media.
- Director of Strategic Communication designee will assist the President, or designee with Fort Scott Police and/or Fire Departments to define media restrictions, parking zones, and areas available for news vans and satellite units.

- President or Director of Strategic Communication designee, where practical, will hold a news briefing that includes information on restricted areas, as well as where, when, and how future briefings will be held.
- President or Director of Strategic Communication designee will provide members of the media with packets of general institutional information (number of employees, students, campus map, etc.).



## **Section 5: Crisis Management Plan**

### **5.1 Introduction:**

Whether “minor”, “major” or a “disaster” once the emergency event has passed, communication is key to maintaining control and order. The President will determine what information shall be released to the public.

### **5.2 Death and/or Serious Injury:**

The death or serious injury to a student or staff member by accident, illness or suicide has the potential for disrupting the school environment. The response to these crises should be time-related, problem-focused interventions designed to determine the facts, disseminate accurate information, restore equilibrium, and support productive, appropriate responses.

### **5.3 The Crisis Management Team:**

<b>Vanessa Poyner – Dean of Students, Chair</b>	<b>620-719-6943</b>
<b>Sonia Gugnani – VP Academic Affairs</b>	<b>620-644-8067</b>
<b>Alyssa Martin – Director of Student Life</b>	<b>620-215-0955</b>
<b>Ben Souza – Director of Institutional Research</b>	<b>417-549-0408</b>
<b>Liza Erwin – Athletic Director</b>	<b>620-875-4228</b>
<b>Kevin Thomure - Instructor</b>	<b>417-437-8504</b>
<b>Conor Chadwell, Athletic Trainer</b>	<b>517-282-4216</b>
<b>Brian Thurston – Maintenance Director</b>	<b>620-215-9721</b>

## 5.4 Death or Serious Injury

In the event of a staff and/or a student(s) death or serious injury, the suggested steps are:

- Verify the information concerning the death or serious injury of a student or staff member.

**[NOTE: NO unofficial messages or postings on social media outlets or the dissemination of information by any means will be made until an official statement is issued by the President or his/her designee.]**

- Contact the SE Kansas Mental Health Center. Primary point of contact is 620-431-7890, ask for Crisis Services
- Prepare formal statements or announcements. [NOTE: It is important to provide facts so as to reduce rumors.]
- Designate rooms to be used for counseling.
- Identify other/additional students, staff, and parents likely to be affected by news.
- Make official announcement.
- Provide grief support for students and staff.
- Provide substitute faculty as needed.
- In case of death, provide funeral/visitation information if affected family has given permission.
- Send college official for representation if feasible.
- Make arrangements for counselors or administrators to visit selected classes as needed and to speak personally to staff members.
- Notify faculty, athletics and Residence Assistants for students who exhibit evidence of emotional distress.

## 5.5 Memorials

The Crisis Management Team will recommend whether to hold a memorial, vigil or other service for the deceased and/or injured. Appropriate on and/or off campus facilities will be utilized. Memorial/grieving services should be held within 48 hours of the deceased's departure if at all possible.

## 5.6 Dismissal of Classes

Depending on the level of the emergency, the President or his/her designee may recommend the dismissal of classes.

## 5.7 Missing Student Procedure

A missing student is defined as any Fort Scott Community College student who resides in a facility owned or operated by Fort Scott Community College and who is reported as missing from his/her residence hall room/apartment.

**Procedures:** If any member of the Fort Scott Community College community has reason to believe that a student is missing, he/she should immediately notify the Director of Student Life, and/or the FSCC Dean of Students. All possible efforts will be made to locate the student and to determine his/her state of health and well-being through collaboration of all FSCC employees, and the missing student's family and friends. Once a missing student is reported, FSCC Security will work in conjunction with the Dean of Students, Athletics and the Residential Life office to ascertain as much information as possible.

The procedures that will be followed will include, but are not limited to the following:

### Collection of Information

- The identity of the student
- The person reporting the incident
- The relationship of the person reporting
- The circumstances that caused the reporting person to file the report

FSCC Designee will contact the following:

- The student's roommate
- The student's friends
- The student's advisor/coach/work study supervisor
- The student's emergency information as stated on the student's housing information

If the student is not located within 24 hours of the first report, appropriate family members, associates, or a college official will file a report to the law enforcement agency which has jurisdiction. If the missing student is under the age of 18 and is not an emancipated individual, the FSCC Campus Police Office will notify the student's parent or legal guardian immediately after it has been determined that the student has been missing for more than 24 hours.

# APPENDIX A: On/Off Campus Sources of Assistance

## 5.1 On-Campus Resources

Skilled workers are available from the Facilities department at all times during normal working hours; members of the Facilities staff are available after hours on call (see After-Hours phone list). They are capable of providing the following emergency services:

- **Utilities:** Repairs and/or shutdown of water, gas, electric and sewage
- **Structures:** Repairs to structures and mechanical equipment therein, including heating and cooling systems.
- **Equipment:** Portable pumps, generators, floodlights, welders, air compressors, tractors, backhoes, etc.
- **Transportation:** Sedans, vans, trucks and tractors.
- **Emergency Procurement:** Procurement of materials and services can be arranged in direct support of any contingency.

Whom to Contact:

VP of Finance and Operations                      620-223-2700 ext. 5130

Maintenance Department:                      620-223-2700 ext. 4700

After Hours: Refer to the “After Hours Contact Numbers” list found on page 1 of this document.

Emergency Shutdown Procedures:

In the event of a natural disaster in which major structural damage is sustained, turn off any hazardous utilities (electricity and natural gas) in affected areas.

## 5.2 Off-Campus Resources:

### **NON-Emergency Telephone Numbers:**

DISPATCH: .....	620-223-1700
Fire .....	620-223-2140
Ambulance .....	620-223-7070
Police .....	620-223-1700
County Sheriff .....	620-223-1440

### **HOSPITAL EMERGENCY DEPARTMENTS:**

Via Christi Hospital – Pittsburg.....	620-231-6100
Miami County Medical Center.....	913-294-2327

### **Additional Health and Community Help Telephone Numbers:**

AIDS Awareness.....	800-342-AIDS
AIDS Resource Network .....	800-738-AIDS
Alcoholic Anonymous .....	620-431-1064
Child Abuse & Neglect Hotline.....	800-922-5330
DECCA (Ottawa).....	785-242-7100
Federal Bureau of Investigation (FBI) .....	866-327-8200
Kansas Alcohol and Drug Abuse Services .....	620-473-2242
Kansas Alcohol and Drug Abuse Section (SRS) .....	785-296-3925
Kansas Arson/Crime Hotline .....	800-KS-CRIME
Kansas Crisis Hotline (Domestic Violence/Sexual Assault).....	888-363-2287
Kansas Division of Environment (Emergency Spill Response).....	785-296-1679
Kansas Division of Health (Bioterrorism Incident) .....	877-427-7317
Kansas Epidemiologic Services (Reportable Diseases).....	877-427-7317
Kansas State Fire Marshall .....	866-542-9628
Mid-America Poison Control Center.....	800-222-1222
National Institute on Drug Abuse .....	800-662-4357
National Cocaine Hotline.....	800-Cocaine
National Clearing House.....	800 SayNoTo
National Response Center.....	800-424-8802
(Toxic Chemicals Spills, Oil Spills, Terrorist Threats)	
National Runaway Switchboard .....	800-RUNAWAY

National Suicide Prevention Lifeline.....	800-273-8255
Southeast Kansas Mental Health Center – Ft. Scott.....	620-223-5030
Crawford County Mental Health Center.....	620-231-5130
Miami County Mental Health Center.....	913-294-5755
Southeast Kansas Mental Health Center.....	620-431-7890

Emergency Contacts of Helping Agencies in the Community

American Red Cross:      Wichita                      316-219-4050

Local Community Churches-

Apostolic Christian Church	1615 S. Horton	Ft. Scott	223-0373
Apostolic Pentecostal:	1330 215 St.	Ft. Scott	223-6040
Bethel Community Church	1397 155 St.	Ft. Scott	223-5142
Christian Gospel Chapel	2305 Maple Rd.	Ft. Scott	223-2939
Church of Christ	1415 S. Crawford	Ft. Scott	223-4076
Church of Christ	1900 S. Margrave	Ft. Scott	223-2222
Church of Jesus Christ of LDS	2109 Jayhawk Rd.	Ft. Scott	768-0225
Community Christian Church	1919 S. Horton	Ft. Scott	223-1500
Community of Christ	1623 S. Eddy	Ft. Scott	223-2135
Cornerstone Bible Church	1605 Maple Rd.	Ft. Scott	215-4965
First Baptist Church	123 Scott	Ft. Scott	223-3080
First Christian Church	101 S. Judson	Ft. Scott	223-3944
First Church of God	1115 E. Wall	Ft. Scott	223-3862
First Presbyterian Church	308 S. Crawford	Ft. Scott	223-3180
First Southern Baptist Church	1818 S. Main	Ft. Scott	223-2986
First United Methodist Church	301 S. National	Ft. Scott	223-1950
Fort Scott Church of the Nazarene	1728 Horton St.	Ft. Scott	223-0131
Grace Baptist Tabernacle	502 S. Margrave	Ft. Scott	223-3140
Jehovah’s Witnesses	1280 245 St.	Ft. Scott	223-2300
Life Point First Assembly of God:	124 E. National	Ft. Scott	223-4170
Mary Queen of Angels Catholic Ch.	705 S. Holbrook St.	Ft. Scott	223-4340
Parkway Church of God	1111 State	Ft. Scott	223-6870
St. John’s United Methodist Church	223 S. Little	Ft. Scott	223-0812
Seventh Day Adventist Church	2308 Jayhawk Rd.	Ft. Scott	223-3221
Trinity Lutheran Church	2824 S. Horton	Ft. Scott	223-3596
West Park Church of the Nazarene	1728 Horton St.	Ft. Scott	223-2911

## **APPENDIX B: Homeland Security**

Fort Scott Community College (FSCC) is sensitive to the dangers of terrorism and the responsibility for providing safety to our students, faculty, and staff. Every member of our campus community has the responsibility to work toward creating a safe and secure campus. The heightened security in the United States asks people to be particularly attentive of their surroundings as they go about their normal business. FSCC's response to Homeland Security should be one of awareness, but not one of fear or panic. Below are responses to the most frequently asked questions.

### **Q: How is FSCC preparing for homeland security?**

A: The College has an Emergency Response Plan, and an emergency response team who are prepared to give leadership, guidance, and support in the event of a Homeland Security Alert. The College President and his/her designee are responsible for putting the plan into motion.

### **Q: Is FSCC prepared for different kinds of emergencies?**

A: The College is prepared for various emergencies that include medical emergencies, security emergencies, evacuations, weather-related situations, and other needed emergency responses. Through the FSCC Crisis Management team, Fort Scott Police and Fire Departments, city, county and state agencies, the Red Cross and FEMA, the College has access to an abundance of resources.

### **Q: What physical resources will be available for persons on campus?**

A: Food, water, and shelter will be provided for all persons restricted to the campus. Staff from the Office of Student Services will coordinate the access of these resources in cooperation with the VP of Student Life and general manager of Food service company food services. In the event of catastrophic event and food services are unavailable, a limited amount of water and food rations are maintained for such emergencies.

### **Q: If an emergency occurs, how do I get information about what to do?**

- **Baseball field/Softball field/Turf Practice Field** - If you are located on the baseball fields, softball fields or turf practice field, please proceed to the north parking lot of Greyhound to park vehicles and go into the entrance door to the

basement of the Dick Hedges Administration Building and await further instructions.

- **Residence Halls** - If you are located in a residence hall, the Dorm Director and RA's, along with other staff, will come to advise students.
- **Arnold Arena –Rodeo Arena** -If you are in the weight room, gym or Rodeo Arena please proceed to the Dick Hedges Administration Building's basement and await instructions.
- **Bailey Hall – Vocational Building** - If you are located in Bailey Hall or the Vocational Building, please go to the Round Rooms in Bailey Hall and await instructions.
- **Danny & Willa Ellis Fine Arts Building** – If you located in the Fine Arts Building, please go to the Round Rooms in Bailey Hall and await instructions.
- **Dick Hedges Administration Building** – If you are in the Dick Hedges Administration Building, please process to the basement and await instructions.

We will use all means available to communicate with students, faculty, and staff, including voice mail, electronic mail, text-messaging, electronic messaging screens and campus pcs, walkie-talkies, bull-horns, and person-to-person messengers assigned those responsibilities.

**Q: How can students and parents obtain information?**

A: The College will do its best in an emergency to maintain telephone communication. The FSCC Web site ([www.fortscott.edu](http://www.fortscott.edu)) will carry pertinent information. There will also be updated information on the College main switchboard number 620-223-2700. Critical messages will be disseminated via the RAVE text messaging system.

**Q: What can you do to help right now?**

A: Campus safety is the responsibility of every community member. As you go about your daily routine, be observant and do your part to help maintain a safe campus. It is important for everyone to be especially observant and to report unusual or suspicious behavior to the Deans in a timely manner. Such behavior could include [but not limited to]:

- People in buildings or areas who do not appear to be conducting legitimate business
- Unauthorized personnel in restricted, sensitive, or private areas
- Persons abandoning parcels or other items in unusual locations



- Abandoned vehicles
- Unfamiliar vehicles with person/s sitting inside

You can also help by following these normal security procedures:

- Do not prop open or compromise building/residence hall entrance doors/windows. Rectify these situations when you observe them.
- Secure all your areas when you are not present.
- Protect access codes.
- Familiarize yourself with evacuation plans and routes.

You can also be more in touch through the following actions:

- **Sign up for RAVE at [www.fortscott.edu](http://www.fortscott.edu) under the Quick Links section by clicking on “FSCC Alerts!”**

**Q: Whom should you call if you notice suspicious behavior?**

A. Call the Dean of Students 620-223-2700 ext. 3500, VP of Finance & Operations 620-223-2700 ext. 5130, VP of Instruction 620-223-2700 ext. 3400 or assigned designee.

**A Special Message to International Students and Families**

Please be assured that special concern and care will be given to you and your families during these times of uncertainty. The International Student Office provides support to all international students, and can be contacted at 620-223-2700 ext. 3580 or [courtneym@fortscott.edu](mailto:courtneym@fortscott.edu).

Key contacts are the Dean of Students at 620-223-2700, ext. 3500 and the Director of Student Life at 620-223-2700, ext. 3526.

In the event that telephone communication is disrupted because of increased calling traffic, family and friends should know that the College e-mail system is usually operational and may be the most efficient way to maintain contact. The FSCC website [www.fortscott.edu](http://www.fortscott.edu) will be updated as needed.

**National Terrorism Advisory System (NTAS)** When the *National Terrorism Advisory System* announces a security alert the College will act promptly to notify all constituents.

The National Terrorism Advisory System, or NTAS, replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively

communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector. It recognizes that Americans all share responsibility for the nation's security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do. (Source: NTAS website, [www.dhs.gov/alerts](http://www.dhs.gov/alerts))

Current NTAS Alerts can be found at the following link:  
<http://www.dhs.gov/files/programs/ntas.shtm#current>

## APPENDIX C: Emergency Drills, Shelter and Evacuation

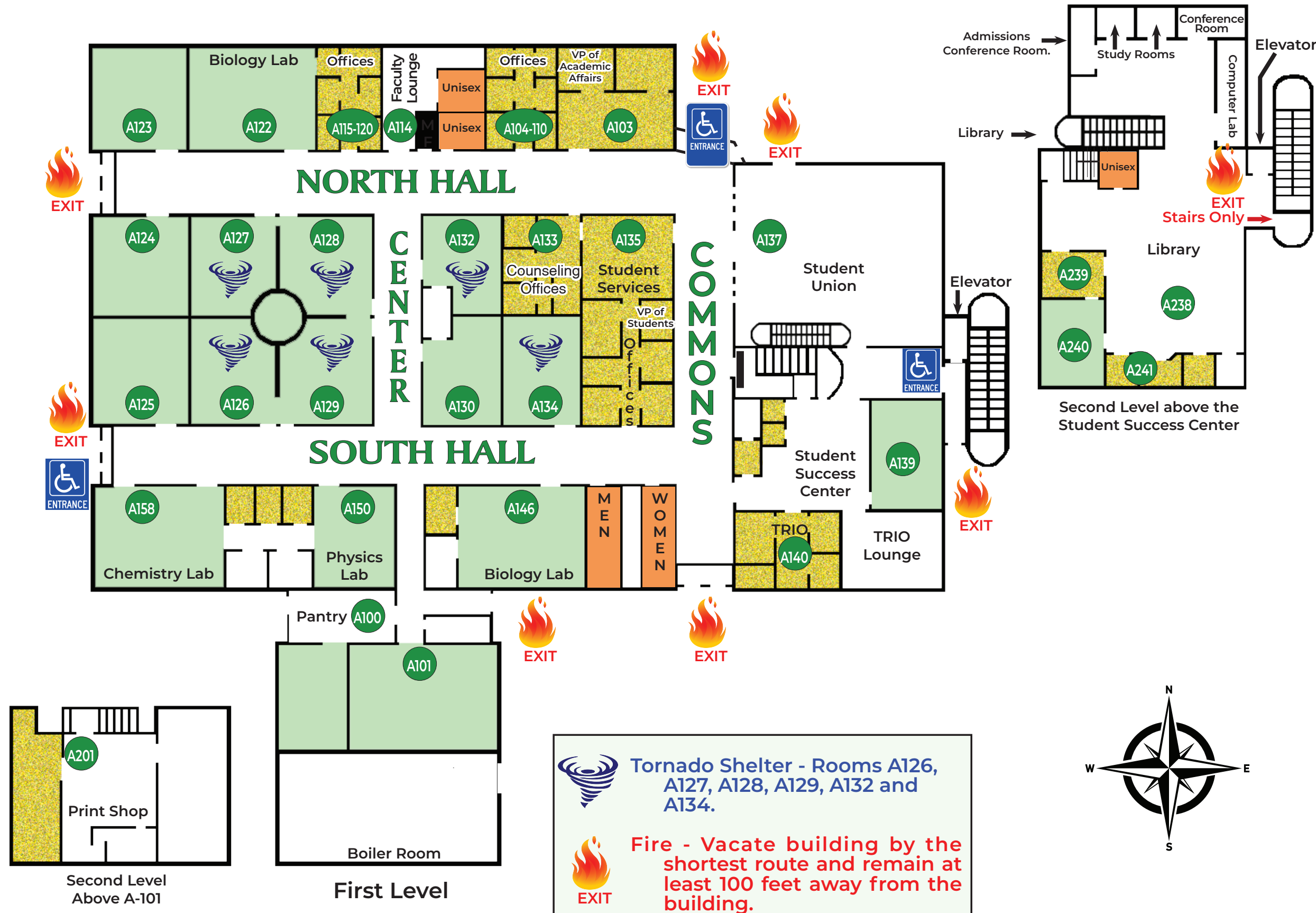
Periodically, emergency drills will be performed in each building. The Crisis Management Committee will plan building evacuation drills. A list of drills will be maintained each year in this plan. Exact dates will be determined and the appropriate personnel will be notified several days before the drill.

<b>BUILDING</b>	<b>BUILDING COORDINATOR</b>	<b>TORNADO/SEVERE WEATHER SHELTER</b>
Bailey Hall	Dean of Students and VP of Academic Affairs	Students will follow directions by FSCC Instructors to move to designated areas
Arnold Arena	Athletic Director	Take shelter in the basement of Hedges Administration Building. If time does not permit, go to the women's basketball locker-room.
Burris Hall	AG Instructor	Take shelter in the basement of Hedges Administration Building
Greyhound Lodge	Resident Assistant	Basement of complex, located down the ramp on the NE side of the building
Boileau Hall	Director of Student Life Resident Assistants	Take shelter in the basement of Hedges Administration Building. If time does not permit, first floor residents should take cover in their closet and second floor residents should move to the first-floor hallway between Rooms 406-412 and 415-420

Hedges Administration Building	President and VP of Finance and Operations	Take shelter in the basement of the Hedges Administration Building
Greyhound Hall	Director of Student Life Resident Assistants	Take shelter in the basement of the Hedges Administration Building
East Campus	John Deere Instructors	Take shelter in interior classroom
FSCC Cosmetology	Instructors of Cosmetology	Take shelter in Bailey Hall in Room A-130. If time does not permit stay in the building in Room D-100
Danny & Willa Ellis Family Fine Arts Center	Public Relations Director	Take shelter in the hallway by the Green Room and in the Theatre Restrooms
Miami County Campus	Associate Dean of the Miami County campus	Take shelter in the basement and the interior rooms.
Construction Trades Building	Construction Trades Instructor	Take shelter in an interior room or hallway.
Harley-Davidson Technician Training Center	Director of Harley-Davidson	Take shelter in the interior hallway.
STARS, Pleasanton, KS	Director of STARS	Take shelter in an interior room or hallway.

Revised: August – 2024

# Bailey Hall



## ROOM DIRECTORY

A-101	.....(South) Center Hall
A-103 to A-120	..... North Hall
A-122	..... North Hall
A-123	..... North Hall
A-124	..... North Hall
A-125	..... South Hall
A-126	..... South Hall
A-127	..... North Hall
A-128	..... North & Center Hall
A-129	..... Center & South Hall
A-130	..... Center Hall
A-132	..... Center Hall
A-134	..... South Hall
A-135	..... Commons
A-137	..... Commons
A-139 & A-140	..... Commons
A-146	..... South Hall
A-150	..... South Hall
A-158	..... South Hall
A-201	..... (South) Center Hall
A-239 to A-241	..... Commons


## DEPARTMENTS


Advising	.....	A-133
Biology Lab	.....	A-146
CAD Classroom	.....	A-100
CAMP	.....	A-239, A-241
Chemistry Lab	.....	A-158
Faculty Lounge	.....	A-114
Faculty Offices	.....	A-104 to A-110
	.....	A-115 to A-120
Instruction Office	.....	A-103
Library	.....	A-238
Physics Lab	.....	A-150
Print Shop	.....	A-201
Restrooms	.....	South Hall
Faculty	.....	North Hall
Handicapped	.....	North Hall, A-139, A-238
Student Services	.....	A-135
Student Success Center	.....	A-139
Student Union	.....	A-137
TRIO	.....	A-140

Classrooms	Offices	Restrooms
------------	---------	-----------



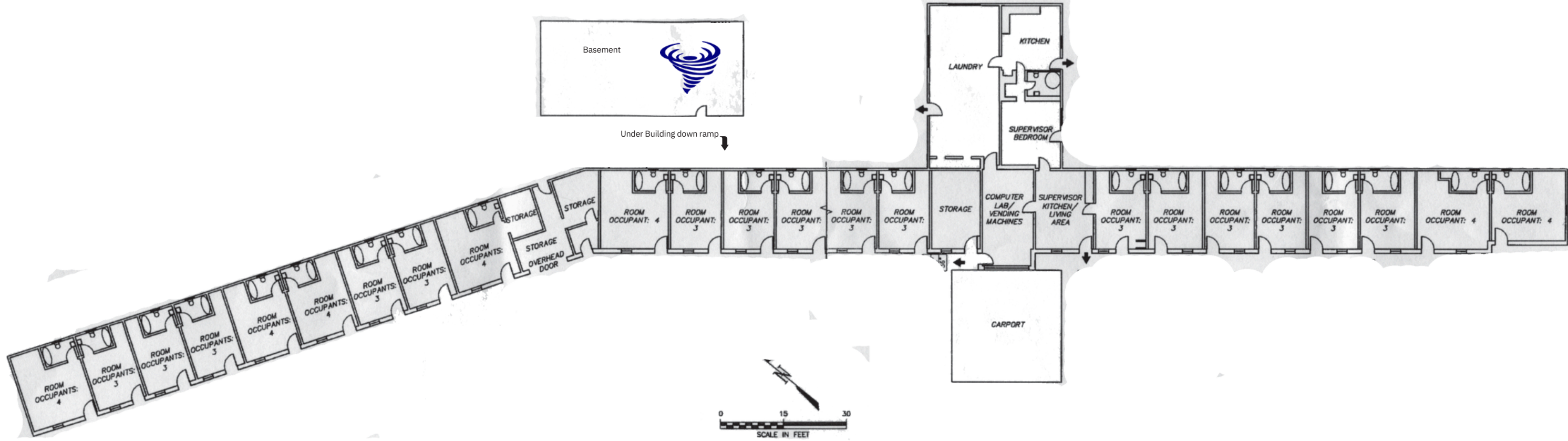
# Dick Hedges Administration Lower Level

 Tornado - Proceed to under the stairwell, football classroom and southeast classroom.

 **EXIT**  
Fire - Vacate building by the shortest route and remain at least 100 feet away from building.



# Greyhound Lodge




 **Fire - Assembly point.**


 **Tornado Shelter - Basement**


 **EXIT**  
**Fire - Vacate building by the shortest route and remain at least 100 feet away from the building.**

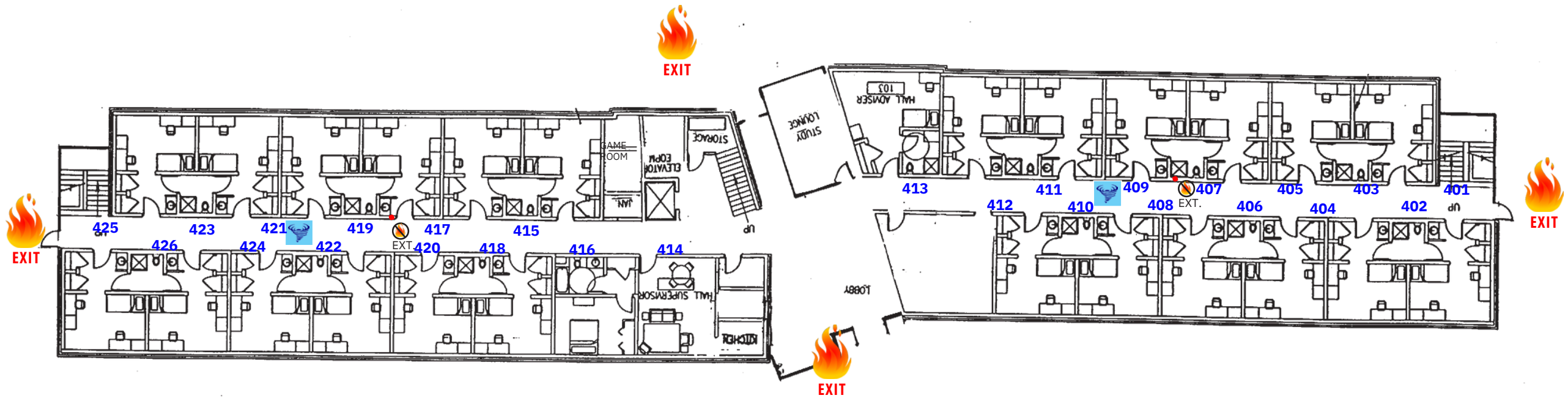


# Boileau Hall First Floor




 Tornado - Go to interior hallways on first floor.

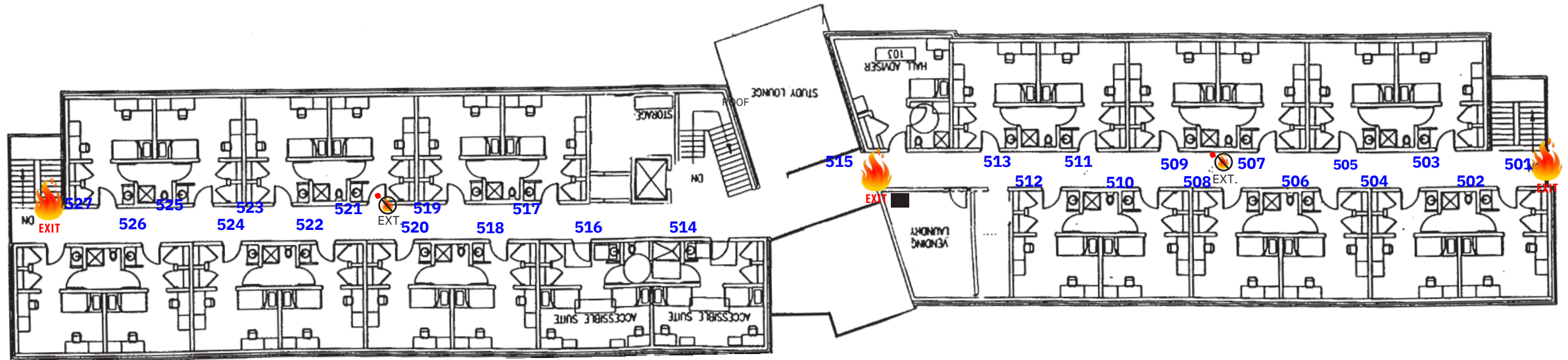
 Fire - Vacate building by the shortest route and remain at least 100 feet away from building.

 Fire Extinguishers are located between Rooms 507 & 509 and Rooms 519 & 521.



# Boileau Hall Second Floor

-  Tornado - Proceed to interior hallway on first floor.
-  **EXIT** Fire - Vacate building by the shortest route and remain at least 100 feet away from building.
-  Fire Extinguishers are located between Rooms 407 & 409 and Rooms 417 & 419.



# Greyhound Hall - First Level



Tornado - Go to interior hallways and bathrooms.  
If time permits proceed to the basement of  
the Dick Hedges Administration Building.



Fire - Vacate building and remain at least  
100 feet away from building.

EXIT



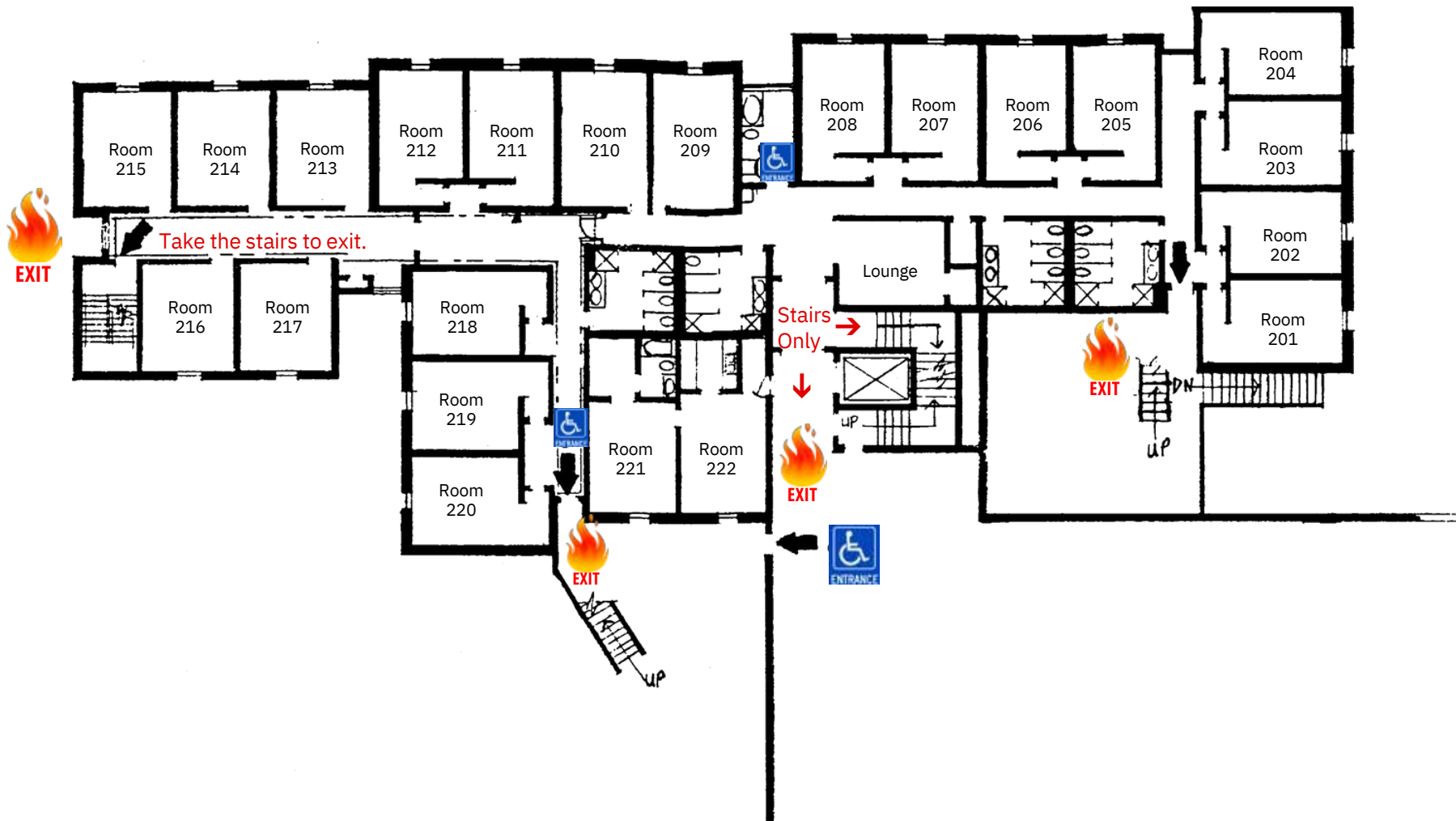
# Greyhound Hall - Second Level



Tornado - Go first floor Greyhound Hall to the interior hallways and bathrooms. If time permits proceed to the basement of the Dick Hedges Administration Building.



Fire - Vacate building and remain at least 100 feet away from building.



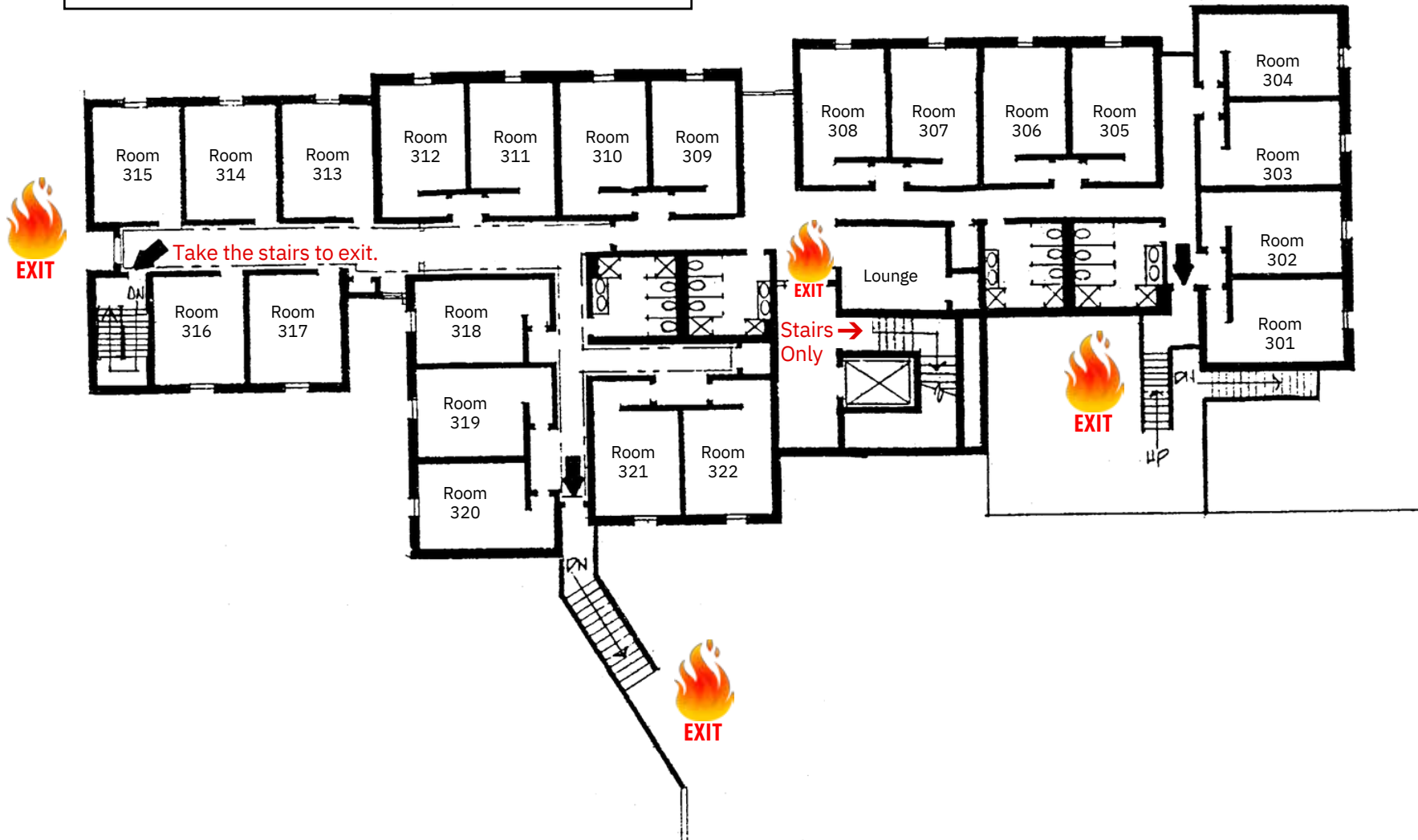
# Greyhound Hall - Third Level




Tornado - Go first floor Greyhound Hall to the interior hallways and bathrooms. If time permits proceed to the basement of the Dick Hedges Administration Building.




Fire - Vacate building and remain at least 100 feet away from building.

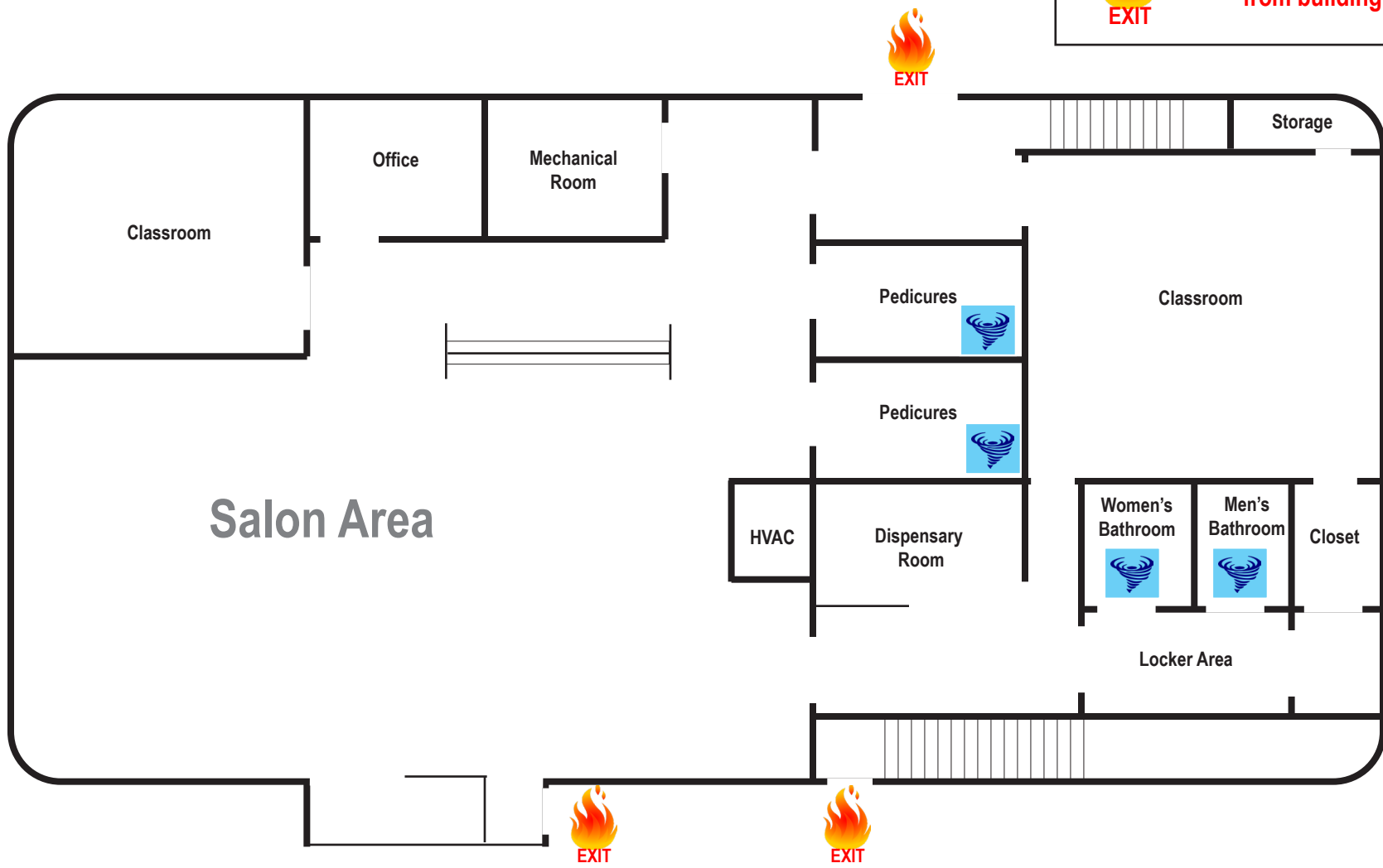


# Cosmetology - First Level

 Tornado - Proceed to the pedicure rooms and restrooms.

 Fire - Vacate building by the stairs and remain at least 100 feet away from building.

**EXIT**



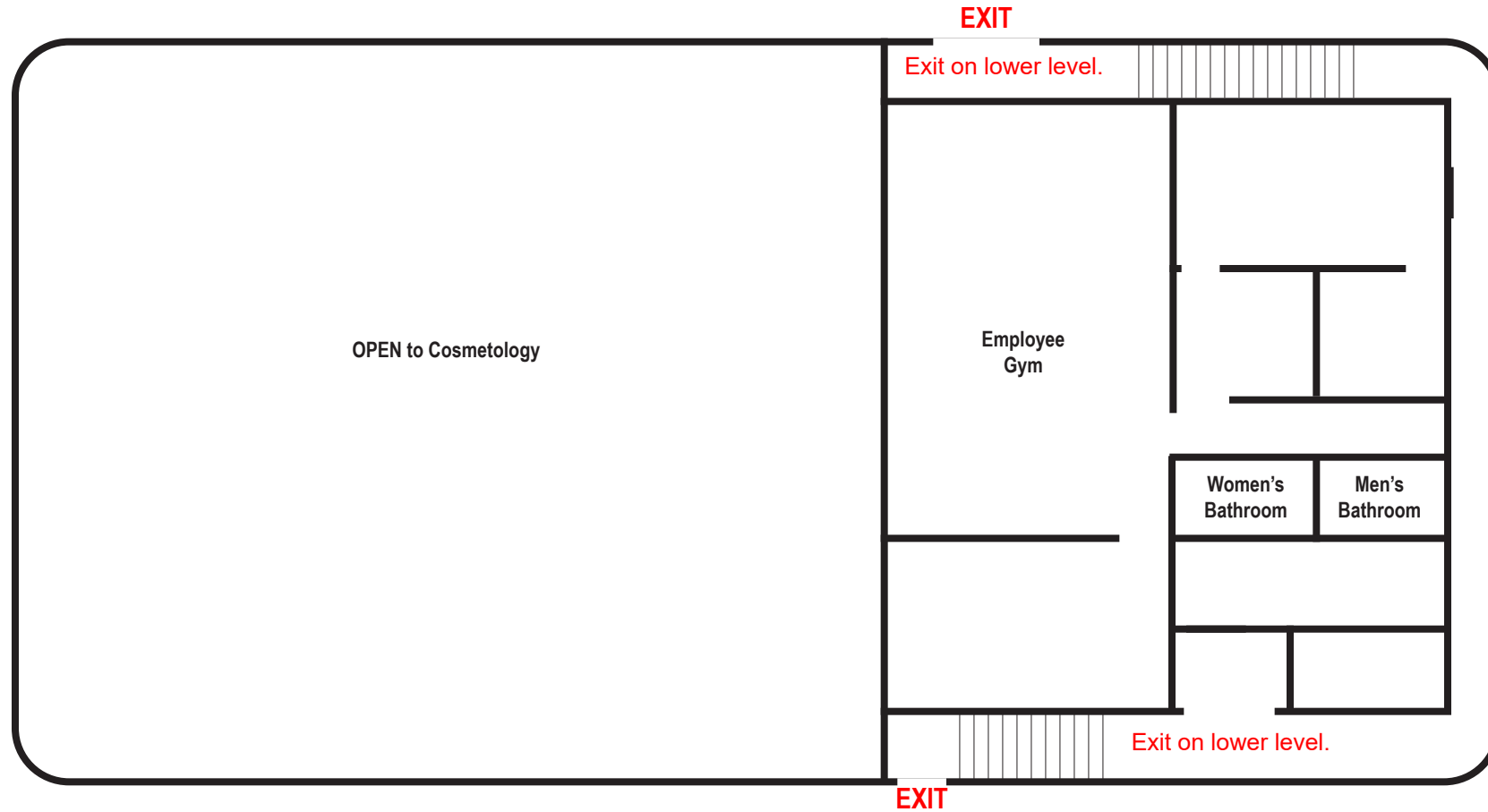
# Second Level - Vacant



**Tornado - Proceed to lower level via stairs.**



**Fire - Vacate building by the stairs and remain at least 100 feet away from building.**





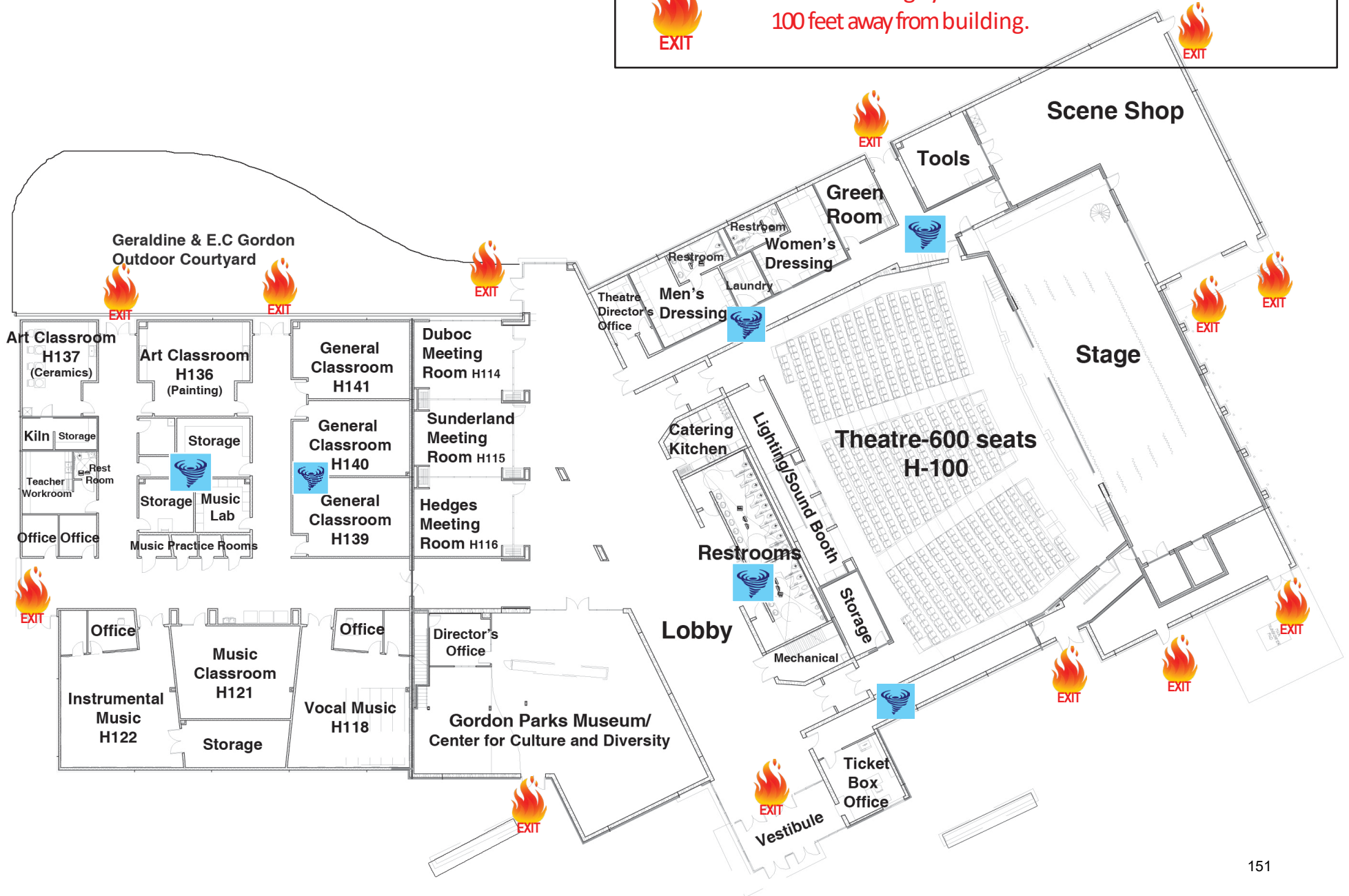
# Danny & Willa Ellis Family Fine Arts Center



Tomado - Proceed to the hallways outside the stage area, restrooms, rooms H139-H140, storage areas and music lab as designated.



Fire - Vacate building by the shortest route and remain at least 100 feet away from building.





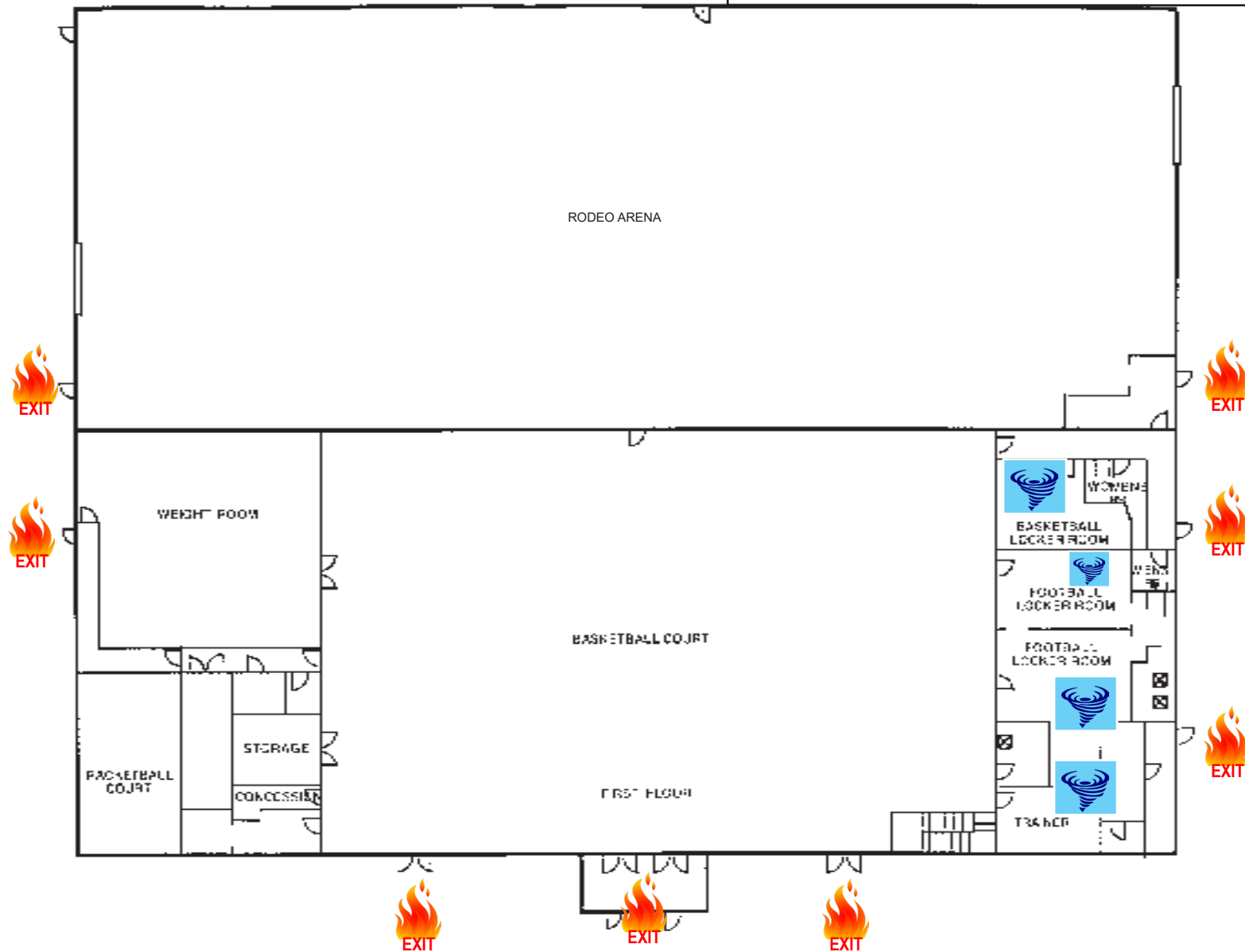
# Arnold Arena Gym



Tornado - Proceed to training room, locker rooms and bathrooms.



Fire - Vacate building by the shortest route and remain at least 100 feet away from building.



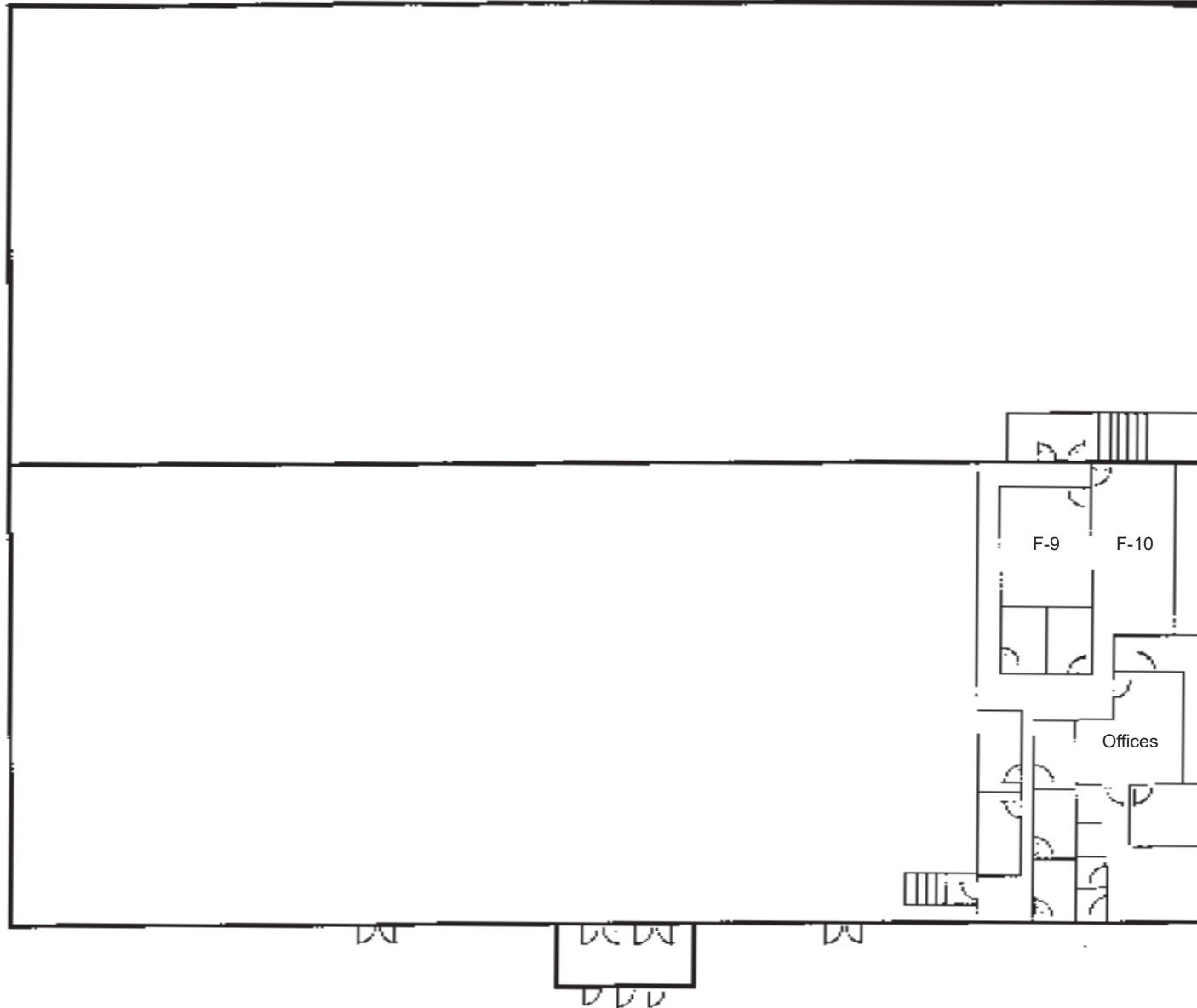
# Arnold Arena Gym Second Floor



Tornado - Proceed by stairs to the downstairs designated area.



Fire - Vacate building by the shortest route and remain at least 100 feet away from building.



Fort Scott Community College  
Quick Reference  
Safety Plan



## Armed Intruder

**ALICE** is not designed to be sequential. Use the best option for your personal safety.

### ALERT

- Listen or receive specific information.
- Immediately call to report.

### LOCKDOWN

- Secure in place, if you can't safely evacuate.
- Barricade entry points and lock doors.

### INFORM

- Give and get updates by any means possible.

### COUNTER

- Distract shooter's ability for accuracy.
- Move toward exits and make noise, distractions, throw objects.
- Swarm intruder, fight for your life.

### EVACUATE

- If a safe path is available, get out - put distance between you and the intruder.
- Do not go to your car, evacuate on foot.
- Go to a rally point.
- Stay alert to college information.



## Hazardous Material/ Suspicious Odor

- Alert all persons nearby.
- Secure area.
- Evacuate to a safe area
- Report concern and follow instructions of Emergency Personnel.



## Fire/ Smoke/ Explosion

- **Activate fire pull alarm and call to report.**
- **Evacuate and report to Designated Emergency Assembly Area.**
- **Do not use Elevators.**
- **Grab personal items if time permits.**
- **Be aware of others in your area - tell them to evacuate (assist disabled).**



## Power Outage

- Remain calm and offer assistance to others.
- Move cautiously to a lighted/safe area.
- Exits should be illuminated.
- Report outage and follow campus guidelines.



## Medical Emergency

- If the injury/illness is serious or life threatening, immediately call 911.
- Do not move the person unless necessary.
- Protect from manipulation and disturbance.
- Begin CPR and other first aid measures.
- Stay until medical assistance arrives.



## Severe Weather

- Stay alert to severe weather conditions.
- If a tornado warning is issued, outdoor sirens will be activated, and an internal RAVE alert will be issued with instructions to take immediate shelter.
- Stay away from windows and exterior doors.
- Promptly move to a designated storm security area.
- Remain in the storm security area until warning expiration message is issued through text or email.
- If the facility is damaged, evacuate after the storm passes (following direction of emergency building personnel) and stay away.
- Watch for falling debris, downed power lines, gas leaks.
- Call to report injuries.

## Suspicious Behavior or Activity



- Do not let strangers into locked or secured areas.
- Do not physically confront the person.
- Note person's description and suspicious activity.
- Move to a safe location and report.





**G. RESOLUTION 2024 - 53: CONSIDERATION OF BOOKSTORE AND COSMETOLOGY CREDIT CARD MERCHANT SERVICES**

**BACKGROUND:** After an analysis of the credit card processing fees and equipment fees for both the Bookstore and Cosmetology department, it was determined that FSCC could save considerable amount of money if the credit card processor was switched to Square. It would take approximately 60 days for the conversion with approximately \$1,598 in up-front costs. The current two systems cost FSCC over \$11,000 in equipment/connection fees plus processing fees.

**RECOMMENDATION:** It is recommended the Board approve changing merchant card services to Square for the Bookstore and Cosmetology departments.

BOARD ACTION:          MOTION \_\_\_\_ SECOND \_\_\_\_                          VOTE \_\_\_\_

DISCUSSION:

VOTE:                  \_\_\_\_\_ Bailey                                  \_\_\_\_\_ Bartelsmeyer                  \_\_\_\_\_ Fewins  
                                \_\_\_\_\_ Holt    \_\_\_\_\_ McKinnis                          \_\_\_\_\_ Ropp



**CDL Grant - RFP Trailers**

<b>Option 1</b>	<b>Vendor</b>	<b>Descripton</b>	<b>Description 2</b>	<b>Year</b>	<b>Amount</b>	<b>Date received RFP</b>
	Great Western Trailer	Dry Van - Vanguard	53'	2024	33,482.14	8/7/2024
	Great Western Trailer	Drop Deck - Wabash	53'	2024	47,017.86	8/7/2024
	Great Western Trailer	Admin Fee			190.00	8/7/2024
	Great Western Trailer	Federal Excise Tax			9,900.00	8/7/2024
					<b>90,590.00</b>	

\*Note: 53' Drop Deck is a little long for initial training for students, prefer 45' for training

<b>Option 2</b>	<b>Vendor</b>	<b>Descripton</b>	<b>Description 2</b>	<b>Year</b>	<b>Amount</b>	<b>Date received RFP</b>
	Vander Haag's	Dry Van - Wabash	28'	2020	21,150.00	8/7/2024
	Vander Haag's	Dry Van - Wabash	28'	2020	21,150.00	8/7/2024
	Vander Haag's	Dolly Trailer			6,400.00	8/7/2024
	Vander Haag's	Admin Fee			225.00	8/7/2024
	Vander Haag's	Shipping			1,500.00	8/7/2024
	Vander Haag's	Dry Van - Vanguard	53'	2020	44,450.00	8/7/2024
	Vander Haag's	Admin Fee			75.00	8/7/2024
	Vander Haag's	Shipping			900.00	8/7/2024
	Vander Haag's	Drop Deck - Neville	45'	2025	36,600.00	8/7/2024
	Vander Haag's	Admin Fee			75.00	8/7/2024
	Vander Haag's	Shipping			900.00	8/7/2024
					<b>133,425.00</b>	

\*\*Note: Built in Graphics at no charge, market value is \$7,500 per trailer

\*\*\*Note2: In the past FedEx has wanted to send us students for training, we didn't have the equipment at the time. The dual trailer with dolly would be a better experience for students

<b>Option 3</b>	Larson Truck Sales	Dry Van - Vanguard	53'	2018	<b>29,900.00</b>	8/13/2024
-----------------	--------------------	--------------------	-----	------	------------------	-----------

Total Budget Grant	385,000.00
Trucks (purchased 5/6/2024)	(192,085.00)
Trailers (Recommended: Vander Haag's)	(133,425.00)
Remaining unused grant funds	<b>59,490.00 *</b>

\*Will be issuing RFP for Dump Truck for remaining funds





# Quote

## Quote# 12786

With you at every turn

**Bill To**  
 Fort Scott Community College  
 Dan Boley  
 2108 South Horton Street  
 Fort Scott, Kansas 66701

**Ship To**  
 Fort Scott Community College  
 Dan Boley  
 1301 E. 27th Terrace  
 Pittsburg, Kansas 66762

**Quote Date** 07-Aug-2024  
**Quote Name** Fort Scott Truck Driving School Bid  
**Transaction Type** Sale  
**Expiration Date** 16-Aug-2024  
**Customer PO Number**

Sales Rep	Warranty Information	Remit Payment To
Kris Green	The personal property is sold as is, where is, with no warranties implied or expressed. New vehicles are covered by a manufacturer's warranty and are NOT warranted by Great Western Trailer.	Great Western Trailer 550 N Memorial Drive Tulsa, OK 74115

\*\*\*FUNDING REQUIRED WITHIN 5 BUSINESS DAYS FROM DATE OF SALES ORDER\*\*\*

#	QTY	Item Name	Inventory Type	Make	Model/OEM	Year	VIN	Item Description	Fees	Charges	Trailer Price
1	1	23171	New Trailers	VANGUARD	Dry Van	2024	5V8VC5322RT403400		DOT: \$0.00 Admin: \$95.00 LIC: \$0.00 EFile: \$0.00 DOC: \$0.00	FET: \$4,017.86 Freight: \$0.00 Farm: \$0.00 Other: \$0.00	\$33,482.14
2	1	23622	New Trailers	WABASH	Drop Deck	2024	1JG532M8RC446563		DOT: \$0.00 Admin: \$95.00 LIC: \$0.00 EFile: \$0.00 DOC: \$0.00	FET: \$5,882.14 Freight: \$0.00 Farm: \$0.00 Other: \$0.00	\$49,017.86

Subtotal	\$82,500.00
Total Freight Charge	\$0.00
Total Admin Fees	\$190.00
Total DOT Fees	\$0.00
E-File Fees	\$0.00
Total License Fee	\$0.00
Total DOC Fee	\$0.00
FET	\$9,900.00
Total Farm Tag	\$0.00
Other Charges	\$0.00
Sales Tax	\$0.00
Total payment deposit	\$0.00
<b>Grand Total</b>	<b>\$92,590.00</b>

Shipping Costs may not be included

### Notes

Customer Requested Bid. Customer Pick-Up Tulsa, OK.

### No Cooling Off Period

California Law does not provide for a "cooling off" or other cancellation period for vehicle lease or purchase contracts. Therefore, you cannot later cancel such contracts simply because you change your mind, decide the vehicle costs too much, or wish you had acquired a different vehicle. After you sign a motor vehicle purchase or lease contract, it may only be cancelled with the agreement of the seller or the lessor for legal cases, such as fraud.

Customer Acceptance \_\_\_\_\_ Date \_\_\_\_\_



**Vander Haag's, Inc.**  
 Your Trucks & Parts Headquarters  
 www.vanderhaags.com

**Quote**  
**Order No. 2-323030**  
 8/7/2024  
 Customer No. **442178**  
 Sequence No.

**Billing Address:**

Fort Scott Community College  
 2108 South Horton ST  
 Fort Scott KS 66701

**Shipping Address:**

Fort Scott Community College  
 2108 South Horton ST  
 Fort Scott KS 66701  
 USA Ph: 620-232-5644

PO #	Ship Method Counter Sale (None)	Terms Cash	Truck	Salesperson Brent V x7225	
Item	Description		Qty	Price	Extended
	2020 Wabash 28' Van Trailer-Trailer (9001)		1.00	21150.00	21150.00
	<i>, Vehicle: 2020 Wabash 28' Van Trailer - Spring Ride, Roll Up Door</i>				
VH AS-IS WHOLE UNITS	Warranty (VH WARRANTY)		1.00	0.00	0.00
	<i>"AS IS" NO WARRANTY UNLESS OTHERWISE NOTED</i>				
VH Document Fee	MBO (Vander Haags Inc DOCUMENT FEE )		1.00	75.00	75.00
	<i>Document Fee</i>				
	2020 Wabash 28' Van Trailer-Trailer (9001)		1.00	21150.00	21150.00
	<i>, Vehicle: 2020 Wabash 28' Van Trailer -Spring Ride, Roll Up Door</i>				
VH AS-IS WHOLE UNITS	Warranty (Vander Haags Inc WARRANTY )		1.00	0.00	0.00
	<i>"AS IS" NO WARRANTY UNLESS OTHERWISE NOTED</i>				
VH Document Fee	MBO (Vander Haags Inc DOCUMENT FEE )		1.00	75.00	75.00
	<i>Document Fee</i>				
	Dolly-Trailer (9001)	Trailer (9001)	1.00	6400.00	6400.00
	<i>, Vehicle: Dolly - Spring Ride</i>				
VH AS-IS WHOLE UNITS	Warranty (Vander Haags Inc WARRANTY )		1.00	0.00	0.00
	<i>"AS IS" NO WARRANTY UNLESS OTHERWISE NOTED</i>				
VH Document Fee	MBO (Vander Haags Inc DOCUMENT FEE )		1.00	75.00	75.00
	<i>Document Fee</i>				

**Vander Haag's Inc. - 4444 Delaware Ave - Des Moines IA 50313**

[www.vanderhaags.com/locations](http://www.vanderhaags.com/locations)

Spencer, IA - Sioux Falls, SD - Council Bluffs, IA - Kansas City, MO - Winamac, IN - Indianapolis, IN - London, OH -  
 Louisville, KY - Dallas, TX - Bridgeton, MO

**View Our Warranty Policy Online at: [www.vanderhaags.com/warranty](http://www.vanderhaags.com/warranty)  
 Shipping & Return Policy: [www.vanderhaags.com/shipping](http://www.vanderhaags.com/shipping)**



**Vander Haag's, Inc.**

Your Trucks & Parts Headquarters

www.vanderhaags.com

**Quote**  
**Order No. 2-323030**  
8/7/2024  
Customer No. **442178**  
Sequence No.

\*\*\*\*\* continued from previous page \*\*\*\*\*

Shipping & Handling - KS	MBO (Vander Haags Inc FREIGHT )	1.00	1500.00	1500.00
<i>Kansas Shipping &amp; Handling</i>				
			Subtotal	50,425.00
			Tax	0.00
Received By: _____				
<i>Order Notes: TRAILERS ARE PRICED WITH FSCC GRAPHICS INSTALLED</i>			Total	50,425.00

THANK YOU!

Balance Due 50425.00

*Brent Van Soelen (515-265-1451 x7225) Vander Haags - Des Moines, IA*

*Join our new customer portal on www.vanderhaags.com! Create an account to view order history, monitor real-time order updates, start returns, save vehicle service history, approve service work, save carts, set up tax exemptions, create charge accounts for your business, and more.*

**Vander Haag's Inc. - 4444 Delaware Ave - Des Moines IA 50313**

[www.vanderhaags.com/locations](http://www.vanderhaags.com/locations)

Spencer, IA - Sioux Falls, SD - Council Bluffs, IA - Kansas City, MO - Winamac, IN - Indianapolis, IN - London, OH -  
Louisville, KY - Dallas, TX - Bridgeton, MO

**View Our Warranty Policy Online at: [www.vanderhaags.com/warranty](http://www.vanderhaags.com/warranty)  
Shipping & Return Policy: [www.vanderhaags.com/shipping](http://www.vanderhaags.com/shipping)**



Vander Haag's, Inc.

Your Trucks & Parts Headquarters

www.vanderhaags.com

Quote

Order No. 2-321804

8/7/2024

Customer No. 442178

Sequence No.

Billing Address:

FORT SCOTT COMMUNITY COLLEGE
2108 SOUTH HORTON ST
FORT SCOTT KS 66701

Shipping Address:

FORT SCOTT COMMUNITY COLLEGE
2108 SOUTH HORTON ST
FORT SCOTT KS 66701
USA Ph: 620-249-9594

Table with columns: PO #, Ship Method, Terms, Truck, Salesperson, Item, Description, Qty, Price, Extended. Includes line items for 2020 Vanguard VXP Van Trailer, Warranty, Document Fee, and Shipping & Handling.

Received By: \_\_\_\_\_

Order Notes: PRICE WITH FSCC GRAPHICS ON BOTH SIDES OF THE TRAILER.

THANK YOU!

Balance Due 45425.00

Brent Van Soelen (515-265-1451 x7225) Vander Haags - Des Moines, IA

Join our new customer portal on www.vanderhaags.com! Create an account to view order history, monitor real-time order updates, start returns, save vehicle service history, approve service work, save carts, set up tax exemptions, create charge accounts for your business, and more.

Vander Haag's Inc. - 4444 Delaware Ave - Des Moines IA 50313

www.vanderhaags.com/locations

Spencer, IA - Sioux Falls, SD - Council Bluffs, IA - Kansas City, MO - Winamac, IN - Indianapolis, IN - London, OH - Louisville, KY - Dallas, TX - Bridgeton, MO

View Our Warranty Policy Online at: www.vanderhaags.com/warranty
Shipping & Return Policy: www.vanderhaags.com/shipping



Vander Haag's, Inc.

Your Trucks & Parts Headquarters

www.vanderhaags.com

Quote

Order No. 2-323026

8/7/2024

Customer No. 442178

Sequence No.

Billing Address:

Fort Scott Community College
2108 South Horton ST
Fort Scott KS 66701

Shipping Address:

Fort Scott Community College
2108 South Horton ST
Fort Scott KS 66701
USA Ph: 620-232-5644

Table with columns: PO #, Ship Method, Terms, Truck, Salesperson, Item, Description, Qty, Price, Extended. Includes line items for CT1469 (Trailer), Manufacturer Warranty, and Document Fee.

Received By: \_\_\_\_\_

Order Notes: TRAILER PRICED DELIVERED TO FORT SCOTT COMMUNITY COLLEGE FROM VANDER HAAG'S IN DES MOINES, IA

Balance Due 37575.00

Brent Van Soelen (515-265-1451 x7225) Vander Haags - Des Moines, IA

Join our new customer portal on www.vanderhaags.com! Create an account to view order history, monitor real-time order updates, start returns, save vehicle service history, approve service work, save carts, set up tax exemptions, create charge accounts for your business, and more.

Vander Haag's Inc. - 4444 Delaware Ave - Des Moines IA 50313

www.vanderhaags.com/locations

Spencer, IA - Sioux Falls, SD - Council Bluffs, IA - Kansas City, MO - Winamac, IN - Indianapolis, IN - London, OH - Louisville, KY - Dallas, TX - Bridgeton, MO

View Our Warranty Policy Online at: www.vanderhaags.com/warranty
Shipping & Return Policy: www.vanderhaags.com/shipping

NO.

MOTOR VEHICLE PURCHASE AGREEMENT

DATE 08/13/2024

FORT SCOTT COMMUNITY COLLEGE

BUYER'S NAME

2108 S. HORTON

STREET ADDRESS

FT. SCOTT KS

66701

CITY

STATE

COUNTY

ZIP CODE

Larson Truck Sales, Inc.
27115 Parklane Dr. • Sioux Falls, SD 57106-8000
(605) 368-5217 • Fax (605) 368-2199

NEW USED TRUCK TRAILER
YEAR 2018 MAKE VANGUARD

SERIES BODY TYPE VAN

COLOR: WHITE

TO BE DELIVERED

ON OR ABOUT 08/13/24

STOCK NO.

V.I.N. # 5V8VC5327JM801961

Table with columns for CASH PRICE OF VEHICLE, USED VEHICLE TRADE-IN AND/OR OTHER CREDITS, MAKE OF USED VEHICLE, YEAR, BODY TYPE, SERIES, PLATE NO., V.I.N. #, BALANCE OWED TO, ADDRESS, USED VEHICLE ALLOWANCE, LESS BALANCED OWED, NET ALLOWANCE ON USED VEHICLE, DEPOSIT OR CREDIT BALANCE, CASH WITH ORDER, TOTAL DOWN PAYMENT.

CUSTOMER INFO
RONNIE JACKSON
620-945-0195

LIENHOLDER INFO

TRADE TERMS

\*\*PAYMENT IN FORM OF CASHIERS CHECK OR MONEY WIRE ONLY\*\*

MADE PAYABLE TO: LARSON TRUCK SALES, INC

Summary table with rows: TOTAL SALES PRICE \$29,900.00, LESS TRADE-IN ALLOWANCE, TRADE DIFFERENCE (TAX PRICE), MVI INSP. FEE, TOTAL CASH DELIVERED PRICE, LESS TOTAL DOWN PAYMENT, UNPAID CASH BALANCE DUE ON DELIVERY \$29,900.00

BUYER'S CERTIFICATION
I hereby certify that:
(1) The face and reverse sides of this order set forth all of the terms and conditions of the order; there are no other contracts or provisions, oral or written, supplementary of in addition to the provisions expressly set forth in this order; this order cancels and supersedes all other understandings and agreements of the parties prior to the signing hereof and as of the date hereof, when signed by the dealer, comprises the complete and exclusive agreements of the parties, AND
(2) The only existing material defects known to me on the motor vehicle that is being traded in to dealer are:
AND
(If none, so state)

(3) I have read the terms and conditions of this order and have received a true copy thereof; AND
(4) THIS AGREEMENT IS NOT BINDING UNTIL ACCEPTED BY THE SELLING DEALER OR HIS AUTHORIZED REPRESENTATIVE: AND

Signature lines for Buyer's Signature, Co-Buyer's Signature, Soc. Sec. or Emp. No. (Buyer), Soc. Sec. or Emp. No. (Co-Buyer), GREG LARSON, ACCEPTED BY (Dealer or his authorized representative)

DISCLAIMER OF WARRANTY
It is understood and agreed by the buyer that the vehicle above described is sold by the dealer "AS IS" WITH ALL FAULTS and that dealer makes no warranty of merchantability of the vehicle and makes no warranty that such vehicle is fit for any particular purpose.

# CERTIFICATE OF TITLE

## STATE OF OKLAHOMA

VEHICLE IDENTIFICATION NUMBER  
6V8VC5327JM801961

YEAR  
2018

MAKE  
VNTC

TITLE NO.  
810004741627

BODY TYPE  
TRLR

MODEL

DATE 1st SOLD  
07-Feb-2018

DATE ISSUED  
07-Feb-2018

AGENT NO.  
M8824

ODOMETER  
0

TYPE OF TITLE  
Original

DATE INS.  
LOSS OR SALVAGE

NAME AND ADDRESS OF VEHICLE OWNER

MAS LEASING LLC  
26076 ROCKDALE RD  
UNION CITY PA 16438-2168

THIS VEHICLE IS SUBJECT TO THE FOLLOWING LIEN(S):

*It is hereby certified that according to the records of the Oklahoma Tax Commission, the person named herein is the owner of the vehicle described above which is subject to a lien(s) as shown; however, the vehicle may be subject to other liens or security interests.*

CONTROL NO.  
45291025  
(This is not a title number.)



### ASSIGNMENT OF TITLE BY REGISTERED OWNER (If Donor, List License # Here)

IF REGISTERED OWNER (SELLER) IS A LICENSED DEALER, PLACE OKLAHOMA MOTOR VEHICLE TAX STAMP HERE

I/we hereby assign and warrant ownership of the vehicle described on this certificate to the following, subject only to the liens or encumbrances, if any, properly noted on this certificate.

Purchaser(s) Name (Type or Firm): Larson Truck Sales Inc  
Purchaser(s) Complete Address: 12715 Parklane Dr. Sioux Falls, SD 57106

Actual Purchase Price of Vehicle:

I certify to the best of my knowledge that the ODOMETER READING reflected on the vehicle's odometer and listed below is the ACTUAL MILEAGE of the vehicle UNLESS one of the accompanying statements is checked:

(NO TENTHS)

1. The odometer has exceeded its mechanical limits.

2. The odometer reading is NOT the actual mileage. Warning - Odometer Discrepancy

Signature of Seller(s): [Signature]

Printed Name of Seller(s): Mark A. Schaefer

Subscribed and Sworn to before me this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_

Notary Public: \_\_\_\_\_ Commission Expiration: \_\_\_\_\_

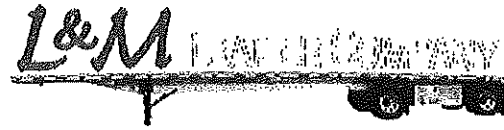


*Notarization required only of seller's signature(s). Affix notary seal/stamp to the right.*

Signature of Buyer(s): [Signature]

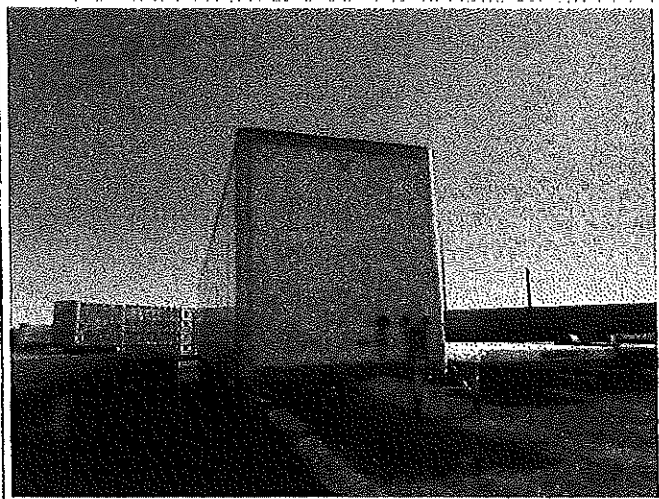
Printed Name of Buyer(s): Patry Hoefker

VOID IF ALTERED



(605) 368-5217

## 2018 VANGUARD 53X102 DRY VAN – \$29,900 - \$29,900



### Description

Nice, clean dry van. Will include fresh sd dot inspection.

MN-WI-MI Customers: Marty Sonnenfeld

WY-NE-IA-IL Customers: Brody McCabe

ND-SD Customers: Tom McCabe or Randy

\*Above description may not correctly represent all current specs for this trailer. For an exact spec sheet, please call your rep\*

Print Page



**Details**

v

**Specifications**

**General**

**Quantity**1

**Stock Number**801961

**Year**2018

**Manufacturer**VANGUARD

**Model**53X102 DRY VAN

**Condition**Used

**State DOT**Yes

**Weights & Dimensions**

**Length**53 ft

**Width**102 in

**Category Specific**

**Lift End Gate**No

**Composition**Plate / Composite

**Chassis**

**Suspension**Air Ride

**Floor Type**Aplong Floor

**Tires**22.5

**Tire % Remaining**50

**Brake % Remaining**50

**Wheels**All Steel

**Number of Rear Axles**Tandem

**Axle Type**Sliding

**Mud Flaps**Yes

**Exterior**

**Doors**Swing

**Roof Type**Aluminum

**Tires & Brakes**

v

**Extras**

v



## REPORTS AND CORRESPONDENCE

AD I I A I E DA E

FOUNDATION UPDATE

ATHLETIC UPDATE

VP UPDATES

INTERIM PRESIDENT UPDATE

- Inservice
- Higher Learning Commission
- Presidents Quarterly Meeting
- Community Forum Dates
- Thank You

Thank you so much for allowing our church to worship at the college. It was a blessing!

Thank you so much for your generosity!  
God Bless!  
Josh & Katie Karleski

Donna,  
Thank you for taking time out to open the college for our church to meet  
God bless,  
Bro & Angie Mast

To Donna V.

You are appreciated  
more than words can say.

Thank you very much for taking care of us  
we mean for sure!  
God Bless you!  
The Betty Bird

Thanks for allowing us to use your facility for our services.  
The Lord Bless You.  
Tom & Nancy Karleski

Maria & Al

Thank you for your patience & time to make the college rooms available to us every Sunday.  
God bless you! Tommy & Debra Karleski

Thank you for blessing us by letting us use the college.  
God Bless! Trent & Summer Kludes

Thank you for All your help.  
You went Above & Beyond to serve us, My God Richly Bless you.  
Pastor Tom Karles

Thank you so much for helping out our church  
Melissa

# SPECIAL THANKS TO



FORT SCOTT COMMUNITY COLLEGE

DONNA VANBUSKIRK

JOSH RAMSEY, FSCC TECHNICAL THEATRE DIRECTOR

FORT SCOTT HIGH SCHOOL

FORT SCOTT CHAMBER OF COMMERCE

B-LISCIOUS COOKIES - BREE SPURGEON

FORT CINEMA

SEKAN PRINTING

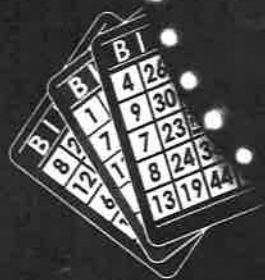
FORT SCOTT WALMART

# Walmart



BOURBON COUNTY COMMUNITY  
THEATRE PRESENTS

# HOLY MOTHER BINGO!



BY PATRICK WALSH

12

30

Aug. 1, 2 & 3, 7 p.m.

(Doors open at 6:30 p.m.)

Ellis Fine Arts Center, FSCC

An Interactive Comedy Murder Mystery Show with real  
Bingo games and prizes!

Tickets: [BCCT.ludus.com](http://BCCT.ludus.com), at FS  
Chamber of Commerce, & at the  
door. Seating is limited.

Adults - \$12, Seniors/Children - \$10

Reserve a table of 7 or 8 for discounted \$10 adult tickets.



**Fort Scott Community College**  
**Board Meeting**  
**August 26, 2024**

**Missy Scott - Vice President of Finance and Operations**

---

1. Internal Budgets – developing standard departmental budget worksheets  
Athletic budget reviews individually with coaches  
Will start working with other departments on their budgets  
Will need to load budget numbers into system
2. CDL Grant – RFP for Dump Truck  
Working with Rory and Dan on getting an RFP for dump truck  
Final disbursement for grant funds is December 2024
3. Financial Aid Office Update - Fully staffed, training in process, working the backlog of student financial aid.
4. Elevators -  
Bailey Hall Elevator– replaced motor and it is working, waiting on another part, inspection needed then ready for use, awaiting KTK invoice  
Greyhound Elevator- KTK (Kent) believes he can fix it  
Kone correspondence/meeting
5. Conversations with Great Western Dining Services to introduce new administration and discuss current contract.
6. Maintenance & Technology departments have been busy working on finalizing dorms, classrooms, and offices for start of school.  
Maintenance is fully staffed now  
Custodial – two positions interview in process  
Technology – fully staffed
7. Reporting on various grants – HEERF, CDL, HEP, CAMP, TRIO
8. Jenzabar configuration sessions – General Ledger Chart of Accounts, Accounts Payable, Purchasing, Student/Accounts Receivables, Budgeting, and Fixed Assets
9. Bookstore is compiling proposals from area businesses for retail merchandise on consignment/commission basis. Final Date for proposal is end of month.
10. Audit Scheduled for week of September 23<sup>rd</sup>.

**EXECUTIVE SESSION**

**RECOMMENDATION:** It is recommended that the Board adjourn to executive session.

**MOVE TO EXECUTIVE SESSION:**

BOARD ACTION:      MOTION \_\_\_\_ SECOND \_\_\_\_              VOTE \_\_\_\_  
DISCUSSION:  
VOTE:              \_\_\_\_\_ Bailey              \_\_\_\_\_ Bartelsmeyer              \_\_\_\_\_ Fewins  
                         \_\_\_\_\_ Holt                              \_\_\_\_\_ McKinnis                              \_\_\_\_\_ Ropp

**MOVE TO REGULAR SESSION:**

BOARD ACTION:      MOTION \_\_\_\_ SECOND \_\_\_\_              VOTE \_\_\_\_  
DISCUSSION:  
VOTE:              \_\_\_\_\_ Bailey              \_\_\_\_\_ Bartelsmeyer              \_\_\_\_\_ Fewins  
                         \_\_\_\_\_ Holt                              \_\_\_\_\_ McKinnis                              \_\_\_\_\_ Ropp

**ADJOURN**

BOARD ACTION:      MOTION \_\_\_\_ SECOND \_\_\_\_      VOTE \_\_\_\_  
DISCUSSION:

VOTE:            \_\_\_\_\_ Bailey            \_\_\_\_\_ Bartelsmeyer            \_\_\_\_\_ Fewins  
                     \_\_\_\_\_ Holt                            \_\_\_\_\_ McKinnis                            \_\_\_\_\_ Ropp