

# **Livonia Public Schools**

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## ***Business Services Office***

Date: April 2, 2014

To: Randy Liepa, Ph.D., Superintendent

From: Lisa Abbey, Director of Business Services

Re: Accounting and Bid Procedures for Bond

Attached please find a detailed draft document outlining accounting procedures for bid proposals, purchase orders, invoicing, change orders and other accounting related issues for the voter approved bond. Changes were made to reflect the questions and discussion held previously.

We would like to discuss the proposed procedures at the next Finance Committee meeting on Monday, April 7, 2014. Please let me know if there are any questions.

LA/kp

Attachment