



BOARD OF SCHOOL TRUSTEES  
KELLER INDEPENDENT SCHOOL DISTRICT

**9L. Action**

**Date: April 23, 2007**

**SUBJECT: APPROVAL OF CONFIRMING REQUISITIONS/ORDERS**

**BOARD GOAL: All systems in the Keller Independent School District will be effective, efficient, and accountable in support of the district's mission.**

**FISCAL NOTE: Budgeted Funds**

**Background Information:**

Keller ISD is a growing organization that requires additional purchasing processes to be in place. A more vigorous implementation of CH (Local) has resulted in the following spreadsheet which lists confirming requisitions or orders placed before a purchase order was approved. CH (Local) clearly defines specific exceptions as to when purchase orders do not have to be placed.

Continued investigation as to the causes will be sought. These requisitions and invoices are a very small percentage (1%) of the combined, total purchase orders that were processed in the correct manner.

Steps are being taken to transition into these processes by involving department heads, principals, and other administrators. All principals and administrators must be responsible and involved in the training of their staff with the proper procurement procedures.

This item was submitted for Preview at the April 9, 2007 Board meeting.

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**The administration recommends the Board approve these items for payment as presented.**

Respectfully submitted,

Denise Sullivan  
Director of Purchasing