

**Department of Finance and Operations
Improvement Plan
2012-2013**

District Key Result: Effective and Efficient Operations

Personal Goal: Review our current purchasing procedures to determine if there are possibilities for cost savings through alternative purchasing methods.

Supporting Data (evidence of need): Technology continues to evolve that allows opportunities for online ordering and purchasing. These technology changes are continually moving us towards a paperless order and approval process. In addition, there are a number of purchasing opportunities that exist through buying groups, state contracts, and other joint purchasing processes. Currently, we do use a number of these processes for purchases. This review would be done to ensure that we are as efficient and effective in our purchasing process as possible.

Measures:	Targets:
1. The district staff will determine if there are opportunities for ordering efficiency and cost savings through the review of the current purchasing model.	1. Develop a comprehensive listing of all purchasing systems used throughout the district and provide recommendations for change, if any, by 4/1/13.

Strategies	Person(s) Responsible	Timeline
1. Review current purchasing programs available through various buying groups, joints powers agreements, and state contracts and determine electronic purchasing capabilities of TIES finance system.	Gary Kawlewski, Tami Johnson, Miranda Kramer, and Eric Hamilton	By 2/1/2013
2. Review the listings to determine if opportunities for efficiency and cost effectiveness exist	Gary Kawlewski, Tami Johnson, Miranda Kramer, and Eric Hamilton	By 3/1/2013
3. Make report of recommendations to administrative team for possible changes for 2013-14 school year	Gary Kawlewski, Tami Johnson, Miranda Kramer, and Eric Hamilton	By 4/1/2013

To be completed in June:

Accomplished: **Yes** **No** **In Progress**