

ID	ID #	DESCRIPTION	PAGE	PRIORITY	FUNCTION	STATUS	PERSON	BUDGET	START	COMPLETE	Comments
2	2	Develop a consolidated Purchasing Department with two or more staff members available and trained in each area to maintain service.	9	1	FINANCE	100%	Lori Tudor	\$0.00	Fri 12/14/07	Fri 12/14/07	
3	5C	Develop procedures so that travel card changes are paid before the due date each month.	10	1		100%	Mark Youngs/ Kent Morrison	\$0.00	Fri 12/14/07	Fri 12/14/07	
4	12A	Identify the best combination of price and discount for high quantity and high cost items for the award of the contract(s) to only one or a few primary vendors, in addition to the contract awards to secondary vendors, if needed, for items that are not	11	1		100%	Lori Tudor	\$0.00	Fri 12/14/07	Fri 12/14/07	
5	12A cont	available from the primary vendor(s).	11	1		100%		\$0.00	Fri 12/14/07	Fri 12/14/07	
6	12B	Consider a line-item contract award as another option for a multiple-vendor award.	11	1		100%	Lori Tudor	\$0.00	Fri 12/14/07	Fri 12/14/07	
7	26	Examine all practices to develop user-friendly materials and methods of operation. Be open to vendors and staff.	13	1		100%	Lori Tudor	\$0.00	Fri 12/14/07	Fri 12/14/07	
8	3A	Modify CH Local Policy.	10	2		100%	Lori Tudor/ Mark Youngs	\$0.00	Fri 5/30/08	Fri 5/30/08	
9	3B	Establish a local policy for emergency purchases.	10	2		100%	Lori Tudor	\$0.00	Fri 5/30/08	Fri 5/30/08	
10	3C	Establish criteria for payments not requiring a purchase order. This should include a CH Regulation rather than board adopted policy for administrative flexibility.	10	2		100%	Lori Tudor/ Mark Youngs	\$0.00	Fri 5/30/08	Fri 5/30/08	
11	4	Develop clear administrative regulations and procedures regarding travel and communicate to staff so they can clearly identify the process to be followed and the options available.	10	2		100%	Lori Tudor	\$0.00	Fri 5/30/08	Fri 5/30/08	
12	5A	In developing the District's administrative regulations and procedures, the process for submitting all required travel documentation and the timeline for such must be clearly stated.	10	2		100%	Lori Tudor/ Mark Youngs	\$0.00	Fri 5/30/08	Fri 5/30/08	
13	5B	Develop and implement a travel folio.	10	2		100%	Lori Tudor	\$0.00	Fri 5/30/08	Fri 5/30/08	
14	6	Develop Administrative Regulations for all areas of purchasing to supplement Board policy.	10	2		100%	Lori Tudor	\$0.00	Fri 5/30/08	Fri 5/30/08	
15	10A	Assess opportunities for cost reductions by competitive procurement prior to the end of the contract term when the original contract was awarded to the only offer, proposal or bid.	10	2		100%	Lori Tudor	\$0.00	Fri 5/30/08	Fri 5/30/08	
16	10B	Develop procedures to ensure that bids and proposals are not written in a way that limits competition.	11	2		100%	Lori Tudor	\$0.00	Fri 5/30/08	Fri 5/30/08	
17	11	Review with legal counsel the use of the clause "Keller Independent School District reserves the right to add vendors at any time during the contract term on an 'as needed' basis for a one-step procurement process (for non-construction contracts) under	11	2		100%	Lori Tudor/ Mark Youngs	\$0.00	Fri 5/30/08	Fri 5/30/08	

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18	11 cont	Section 44.031, Texas Education Code. As an alternative, add "...reserves the right to add vendors through a separate procurement action at any time..." and advertise and issue a separate supplemental request for bids as the need to add vendors arises.	11	2		100%		\$0.00	Thu 9/13/07	Fri 5/30/08	
19	13	Purchasing should expand online instruction tools to better inform campuses/department of proper purchasing procedures.	11	2		100%	Lori Tudor/ Technician	\$0.00	Fri 5/30/08	Fri 5/30/08	
20	14A	Streamline the administrative approval levels by assigning approval authority to the Purchasing Department.	11	2		100%	Lori Tudor/ Mark Youngs/ Board	\$0.00	Fri 5/30/08	Fri 5/30/08	
21	14B	Future consideration might be given to establish a purchasing threshold that would not require buyer approval prior to the release of the requisition.	11	2		100%	Lori Tudor	\$0.00	Fri 5/30/08	Fri 5/30/08	
22	15	Although emailing is an effective/timely tool for communicating issues related to the purchasing process, this information is not documented within the Pentamation system. Recommend a comments field be provided in Pentamation for documentation purposes.	11	2		100%	Lori Tudor	\$0.00	Fri 5/30/08	Fri 5/30/08	Not available in current version
23	16	Utilize Pentamation's integrated three-way matching feature to the fullest benefit. Consider implementing procedures that would employ Pentamations's "receiving" function into the receiving process.	11	2		100%	Lori Tudor/ Kristin Williams	\$0.00	Fri 5/30/08	Fri 5/30/08	Not available in current version
24	19	Although matching purchase orders to invoices is important, some discretion can be applied to accommodate the purchasing process. Recommend Purchasing/Accounting staff consider a more liberal variance (15%) when considering approval of purchase orders.	12	2		100%	Lori Tudor/ Mark Youngs/ Kent Morrison	\$0.00	Fri 5/30/08	Fri 5/30/08	
25	23	The CFO should develop a process whereby the schools have access to field trip funding to assure that this type of reservation can be made in a timely manner.	12	3		100%	Mark Youngs/ Kent Morrison	\$0.00	Fri 8/29/08	Fri 8/29/08	
26	24	Instruct Business and Purchasing personnel to rely on principals as the instructional leaders of the campus to order educational materials they determine are necessary for the successful operation of their campuses.	12	2		100%	Kent Morrison/ Mark Youngs/ Cabinet	\$0.00	Fri 5/30/08	Fri 5/30/08	
27	25	Provide guidelines for principals for the use of program funds then trust the principal to make the right decision.	13	2		100%	Kent Morrison/ Mark Youngs/ Lori Tudor	\$0.00	Fri 5/30/08	Fri 5/30/08	
28	28	Develop a calendar and schedule visits at each campus at least one time per year. Visit with the secretary, principal, and assistant principal to answer questions, review recent purchases, and just offer support.	13	2		100%	Lori Tudor	\$0.00	Fri 5/30/08	Fri 5/30/08	
29	29	The warehouse should not be used as a storage area. Non-inventory items, should be removed through an auction of surplus items (properly authorized for disposal) or placement in other nonessential storage areas in the district. The records section	13	2		100%	Lori Tudor/ Billy Kidd Jr.	\$0.00	Fri 5/30/08	Fri 5/30/08	
30	29 cont	should have unneeded or dated records destroyed in accordance with state guidelines.	13	2		100%		\$0.00	Fri 5/30/08	Fri 5/30/08	

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31	7	Change nomenclature in Purchasing to reflect a list of vendors identified as District contractors.	10	3		100%	Lori Tudor	\$0.00	Fri 8/29/08	Fri 8/29/08	
32	8	Organize procurement records consistently in multiple partition file folders.	10	3		100%	Lori Tudor	\$0.00	Fri 8/29/08	Fri 8/29/08	
33	9	Aggressively negotiate the deletion of certain contractual terms that do not fit the relatively low-risk environment of business arrangements with a public school system.	10	3		100%	Lori Tudor	\$0.00	Fri 8/29/08	Fri 8/29/08	
34	17	Develop and implement a commodity coding system using Pentamation.	11	3		100%	Lori Tudor	\$0.00	Fri 8/29/08	Fri 8/29/08	No
35	18	Activate the financial accounting software options controlling these functions to benefit greater efficiencies in Warehouse and Purchasing processes.	12	3		100%	Lori Tudor	\$0.00	Fri 8/29/08	Fri 8/29/08	No
36	21	Consider the following two options for streamlining the use of department store cards. 1. Consider implementing a procedure similar to Kroger's and Sam's Club for Wal-Mart. 2. Consider implementing a procurement card for this function. These cards	12	3		100%	Lori Tudor	\$0.00	Fri 8/29/08	Fri 8/29/08	No
37	21 cont	could be limited for use only at specified retailers. Card programs allow for either limited transaction amounts or declining balance cards. This would allow for reconciliation of one vendor account rather than separate accounts for Sam's Wal-Mart, and	12	3		100%		\$0.00	Fri 8/29/08	Fri 8/29/08	No
38	21 cont	Kroger's. The new Procurement Card programs allow interface with a school district's finance system to allow for immediate encumbering of expenditures.	12	3		100%		\$0.00	Fri 8/29/08	Fri 8/29/08	No
39	22	Consider allowing campuses to transfer funds between object codes through the Pentamation system rather than using paper forms.	12	3		0%	Mark Youngs/ Kent Morrison	\$0.00	Fri 8/29/08	Mon 12/1/08	Roll to 2008-2009 school year
40	27	Establish basic in-service training for secretaries and bookkeepers prior to the start of school in addition to training covering changes in internal operating procedures for purchasing and warehousing. Additionally all principals and their bookkeepers/	13	3		100%	Lori Tudor	\$0.00	Fri 8/29/08	Fri 8/29/08	Lori Tudor on Secretary Meeting Planning Committee
41	27 cont	secretaries should receive two hours of training every other year on purchasing law and policy and two hours of training in general accounting principles used by school districts. Bookkeepers/secretaries should receive an annual update on proper	13	3		100%		\$0.00	Fri 8/29/08	Fri 8/29/08	
42	27 cont	procedures for activity fund accounting and fixed asset accounting on the website.	13	3		100%		\$0.00	Fri 8/29/08	Fri 8/29/08	
1	1	The District should consider having the Director of Purchasing report to the Deputy Superintendent.	9	1	FINANCE	100%	Mark Youngs	\$0.00	Fri 12/14/07	Fri 12/14/07	