



# Canutillo Independent School District

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## MEMORANDUM

**Date:** October 11, 2012

**To:** Dr. Damon Murphy, Superintendent  
Martha Aguirre, Executive Director of Financial Services

**From:** Ron Gatlin, Purchasing Agent

**Subject:** Information in regards to CH (LOCAL) and CH (REGULATION)

In collaboration with Hector Rodriguez the District's Internal Auditor, I am suggesting a change to CH (LOCAL) and CH (REGULATION) in regards to Purchasing Cooperative contracts. Purchasing Cooperatives assist the Purchasing Department by meeting competitive bid requirements without having the District go out for bids. I understand the Board of Trustees would like Administration to review the process for utilizing the Purchasing Cooperatives in order to gain greater control over their usage. Therefore, I would like to change the policy and regulation to add the following:

**Any purchase utilizing a Purchasing Cooperative in excess of \$75,000 must include 3 written quotations illustrating cost comparisons for board approval.**

Currently only 1 written quotation is required when utilizing a Purchasing Cooperative. This will assist the Board of Trustees with the approval process by providing them with more information to make their decision.

Please let me know if you require any further information.

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