



Canutillo Independent School District

7965 Arcraft Rd.
El Paso, Texas 79932

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Ron Gatlin
Purchasing Agent

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MEMORANDUM

TO: Members of the Board of Trustees

FROM: Ron Gatlin, Purchasing Agent

DATE: December 2, 2013

SUBJECT: Approval of Contract with Maria I. Quiroz for Itinerant VI Teacher Services

As stated in Board Policy CH (Local), any purchase that costs or aggregates to a cost of \$10,000 or more shall require board approval before a transaction may take place. This request is to approve the contract with Maria I. Quiroz for Itinerant Teacher for the Visually Impaired services for the District. The total amount for the 2012-2013 school year will not exceed \$12,250.00.

ADMINISTRATIVE RECOMMENDATION:

Administration recommends approval of the Contract with Maria I. Quiroz for Itinerant Teacher for the Visually Impaired services not to exceed \$12,250.00 as presented.

The Canutillo Independent School District does not discriminate on the basis of race, color, national origin, gender, age or disability in its employment practices, or in providing education services, activities and programs, including technical education programs. For more information regarding the Canutillo Independent School District's policy of non-discrimination contact: Executive Director for Human Resources, (915) 877-7423, 7965 Arcraft Rd., El Paso, TX 79932.

El Distrito Escolar Independiente de Canutillo no discrimina en cuanto a raza, color, origen, género, edad o discapacidad en lo que se refiere a sus prácticas de empleo, o al proveer servicios, actividades y programas educativos y vocacionales. Para mayor información respecto a la política de no discriminación del Distrito Escolar Independiente de Canutillo, favor de contactar a: Director Ejecutivo de Recursos Humanos, (915) 877-7423, 7965 Arcraft Rd., El Paso, TX 79932.



Request for Board Agenda Item

Purchasing Department

Date: Nov. 15, 2013

Campus/Department: Special Education

Vendor Name: Maria I. Quiroz

Total Cost: \$12, 250.00

Item Description and Justification for Purchase:

To provide services to students with visual impairments to meet the service time requirements as documented in the students' individual education plans.

Participating Schools/Departments: District-Wide

Funding Source: 199.11.6299.00.918.23
(Account number to charge)

11-15-13
Campus/Department Administrator Date Signed

*** (Form must be received by the Purchasing Department by the last Wednesday of the month) ***

(To be completed by the Financial Services Division)

Purchasing Method: PROFESSIONAL SERVICE - EXEMPT

12/2/13
Purchasing Agent Date Signed

12/3/13
Executive Director of Financial Services Date Signed



Purchasing Approval Sheet For Presentation to Board of Trustees Purchasing Department

Financial Services (Verification of Funding Availability and Account Coding)

Approved Denied

Comment: _____

Signature: Maureen Aguiar Date: 12/3/13

Federal Programs (For Compliance with Grant Requirements)

Not Required Approved Denied

Comment: _____

Signature: _____ Date: _____

Curriculum & Instruction (For all Curriculum Related Purchases)

Not Required Approved Denied

Comment: _____

Signature: [Signature] Date: _____

Technology (For all Computer/Software/Peripheral Purchases)

Not Required Approved Denied

Comment: _____

Signature: _____ Date: _____

Legal Review

Not Required Approved Denied

Comment: _____

Signature: _____ Date: _____

Purchasing

Approved Denied

Comment: _____

Signature: [Signature] Date: 12/3/13