



BOARD OF SCHOOL TRUSTEES
KELLER INDEPENDENT SCHOOL DISTRICT

11B. Report

Date: February 12, 2009

SUBJECT: PURCHASE ORDER PROCESS

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: Texas school accounting requires funds to be "encumbered."

Background Information:

- This report is being delivered as a result of a survey of Board members information needs.
- This report will describe the process of purchasing goods and services in school districts in the state of Texas.

Administrative Considerations:

- The process begins with the creation of a purchase requisition and ends with the final delivery of goods and/or services. This report will explain the process.

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Respectfully submitted,

R. Mark Youngs
Deputy Superintendent