



BOARD OF SCHOOL TRUSTEES

KELLER INDEPENDENT SCHOOL DISTRICT

10L. Preview

Date: April 9, 2007

SUBJECT: CONFIRMING REQUISITIONS/ORDERS

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: Budgeted Funds

**ANTICIPATED
DATE FOR ACTION: April 23, 2007**

Background Information:

- Keller ISD is a growing organization that requires additional purchasing processes to be in place. A more vigorous implementation of CH (Local) has resulted in the following spreadsheet which lists confirming requisitions or orders placed before a purchase order was approved. CH (Local) clearly defines specific exceptions as to when purchase orders do not have to be placed.
- Continued investigation as to the causes will be sought. These requisitions and invoices are a very small percentage (1.2%) of the combined, total purchase orders that were processed in the correct manner.
- Steps will be taken to transition into these processes by involving department heads, principals, and other administrators. All principals and administrators must be responsible and involved in the training of their staff with the proper procurement procedures.
- Purchasing options will be given to the staff so that goods and services can be procured and funds encumbered on the 'front' side versus an 'after-the-fact' requisition. One solution is the input of open purchase orders for repetitive purchases to the same vendor. Prior planning is absolutely critical for the purchase of all goods and services for all district employees.

- In the past, invoices have been paid as long as a purchase order was done. However, we now have to ensure that all campus staff is aware of the proper procurement methods. A better system of explaining the proper procurement of goods and services in accordance with CH (Local) must be communicated to the campus staff through the campus or departmental administrator/principal. If a district employee chooses to violate purchasing procedures, then disciplinary measures will result at that point.
- The process that the administration is doing to put measures in place are training sessions, such as in the forum of the General Administrator’s meetings, periodic campus secretary’s meetings, etc. It will then be the administrator’s responsibility to make sure that all related staff is aware of the correct procedures.
- As stated on all proposals, vendors that do business with Keller ISD must always have a purchase order in hand before an order is completed and filled. Purchasing will submit letters to each vendor in violation of CH (Local) reminding them of the proper procurement methods through means of district purchase orders.

Administrative Considerations:

- These requisitions are being submitted for Board review and will be presented for approval at the next Board meeting.

+++++

Respectfully submitted,

Denise Sullivan
Director of Purchasing