



BOARD OF SCHOOL TRUSTEES  
KELLER INDEPENDENT SCHOOL DISTRICT

**10D. Action**

**Date: April 23, 2007**

**SUBJECT: TIME-SENSITIVE 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**

**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.

As the district moves forward and works through the training process, the Purchasing Department will bring these confirming requisitions and invoices for approval with the understanding that the volume will be greatly reduced.

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**The administration recommends the Board approve these items for payment as presented.**

Respectfully submitted,

Denise Sullivan  
Director of Purchasing