



BOARD OF SCHOOL TRUSTEES

KELLER INDEPENDENT SCHOOL DISTRICT

9D. Action

Date: May 31, 2007

SUBJECT: APPROVAL OF 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:

- The following spreadsheet lists purchase orders occurring ‘after-the-fact’ instead of before any transaction takes place. Training has begun to help campuses and departments transition and implement the correct purchasing processes to fully comply with CH (Local) Board Policy. Therefore, a decrease in these types of purchases has already been noticed.
- As noted, the spreadsheet is categorized into two groups: those purchases already in the works prior to April 9, 2007, which is the date when requisitions were first brought to the Board for non-compliance due to revisions in CH (Local); and the purchases for goods or services after April 9, 2007. Therefore, the types of purchasing situations in the second group can be reviewed to see if CH (Local) may need to be revisited to include more exceptions to the purchase order process.
- As the district moves forward in this area, please keep in mind this list represents a very, very small percentage of all purchase orders. The majority of all purchase orders are being handled and processed by the Purchasing Department in the correct manner.

Administrative Considerations:

- In the future, confirming purchase orders less than \$15,000 will be approved for payment administratively and only items that meet or exceed \$15,000 as specified in Policy CH (Local) will be brought to the Board for approval.

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The administration recommends the Board’s approval.

Respectfully submitted,

Denise Sullivan
Director of Purchasing