



Canutillo Independent School District

7965 Artcraft Rd.
El Paso, Texas 79932

Mailing Address: PO Box 100
Canutillo, Texas 79835

Ron Gatlin
Purchasing Agent

Voice (915) 877-7426
Fax (915) 877-7415
rgatlin@canutillo-isd.org

MEMORANDUM

TO: Members of the Board of Trustees

FROM: Ron Gatlin, Purchasing Agent

DATE: February 3, 2014

SUBJECT: Approval of Purchase of Library Books from Mackin Educational Resources

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 purchase of library books from Mackin Educational Resources Company in the total amount of \$12,562.00 for CHS. Please find attached quotation and funding source letter.

ADMINISTRATIVE RECOMMENDATION:

Administration recommends approval of the purchase of library books from Mackin Educational Resources Company in the total amount of \$12,562.00 for CHS 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 Artercraft 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 Artercraft Rd., El Paso, TX 79932.



Request for Board Agenda Item

Purchasing Department

Date: 1/29/14

Campus/Department: School Resources Division-Library Services

Vendor Name: Mackin Educational Resources

Total Cost: \$12,562.00

Item Description and Justification for Purchase:

Library books to meet the instructional content objectives in all areas and to meet the needs of at-risk student populations.

Participating Schools/Departments: Canutilo High School

Funding Source: 199.12.6329.00.999.11
(Account number to charge)

Annette R. Beyler *1/29/14*
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: *BUYBOARD PURCHASING COOPERATIVE CONTRACT # 376-11*

[Signature] *2/3/14*
Purchasing Agent Date Signed

[Signature] *2/4/14*
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: Martha Aguiar Date: 2/4/14

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: _____ 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: 2/5/14



Canutillo Independent School District

PURCHASE AUTHORIZATION REQUEST

[INSERT CAMPUS NAME]	VENDOR
Name: Canutillo High School	Vendor Name: Mackin Educational Resources
Subject/Division: Library	Address: 3505 County Road 42 West
Deliver to: Library, Attn.: Bitsy Platt	City/State/Zip: Burnsville, MN 55306
	Phone: 800-245-9540
	Fax: 800-369-5490

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL
		Library books according to attached list		4,734.08
		Processing according to Canutillo High School specs on file	NC	
		Do not exceed the amount of \$4,734.08.		
Goal:		Who: Library	Sub Total	4,734.08
Objective:		What: Books & AV Items	S&H	-0-
Strategy:		When: Jan. 2014	Tax	Tax Exempt
		Why: Curriculum support	Total	4,734.08

	Account Number		PO # - Office Use
	11-7-13	<i>Bitsy Platt</i>	11-8-13
Originator Bitsy Platt	Date	Principal/ Director	Date



Canutillo Independent School District

PURCHASE AUTHORIZATION REQUEST

[INSERT CAMPUS NAME]	VENDOR
Name: Canutillo High School	Vendor Name: Mackin School Resources
Subject/Division: Library	Address: 3505 County Road 42 West
Deliver to: Library, Attn.: Bitsy Platt	City/State/Zip: Burnsville, MN 55306
	Phone: 800-245-9540
	Fax: 8003695490

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL
	Books	Books according to attached list, entitled "Dual Language Books for English Language Learners"	\$442.86	\$442.86
		Processing according to specs on file with Mackin @ no charge		
		Do not exceed amount \$442.86..		
Goal:		Who: Library	Sub Total	442.96
Objective:		What: Dual Language Books Eng/Span	S&H	-0+
Strategy:		When: March 1st	Tax	Tax Exempt
		Why: Curriculum support for ELL	Total	\$442.86

Account Number _____

Bitsy Platt *Bitsy Platt* 12-17-13 D. Coronado *DC* PO # - Office Use
 Originator _____ Date _____ Principal/ Director _____ Date _____



Canutillo Independent School District

PURCHASE AUTHORIZATION REQUEST

[INSERT CAMPUS NAME]	VENDOR
<u>Name:</u> Canutillo High School	<u>Vendor Name:</u> Mackin School Resources
<u>Subject/Division:</u> Library	<u>Address:</u> 3505 County Road 42 West
<u>Deliver to:</u> Library, Attn.: Bitsy Platt	<u>City/State/Zip:</u> Burnsville, MN 55306
	<u>Phone:</u> 800-245-9540
	<u>Fax:</u> 8003695490

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL
	Books	Books according to attached list, entitled "New Reference Titles For Canutillo HS"	\$2,580.59	\$2,580.59
		Processing according to specs on file with Mackin @ no charge		
		Do not exceed amount \$2,580.59.		
Goal:		Who: Library	Sub Total	2,580.59
Objective:		What: Reference Materials	S&H	-0+
Strategy:		When: March 1st	Tax	Tax Exempt
		Why: Curriculum support for students	Total	\$2,580.59

Account Number _____

Bitsy Platt Bitsy Platt 12-17-13 D. Coronado D. Coronado PO # - Office Use
 Originator _____ Date _____ Principal/ Director _____ Date _____



Canutillo Independent School District

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[INSERT CAMPUS NAME]	VENDOR
Name: Canutillo High School	Vendor Name: Mackin School Resources
Subject/Division: Library	Address: 3505 County Road 42 West
Deliver to: Library, Attn.: Bitsy Platt	City/State/Zip: Burnsville, MN 55306
	Phone: 800-245-9540
	Fax: 8003695490

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL
	Books, AV	Books and AV according to attached list, entitled "Third List for 2013-14"	\$2,670.66	\$2,670.66
		Processing according to specs on file with Mackin @ no charge		
		Do not exceed amount \$2,670.66.		
Goal:		Who: Library	Sub Total	2,670.66
Objective:		What: Material for curric. & patron support	S&H	-0+
Strategy:		When: March 1st	Tax	Tax Exempt
		Why: Curriculum support for ELL	Total	\$2,670.66

Account Number _____

Bitsy Platt *Bitsy Platt* 12-20-13 D. Coronado *[Signature]* PO # - Office Use
 Originator _____ Date _____ Principal/ Director _____ Date _____