



# Canutillo Independent School District

7965 Artcraft Rd.  
El Paso, Texas 79932

Mailing Address: PO Box 100  
Canutillo, Texas 79835

**Ron Gatlin**  
Purchasing Agent

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

## MEMORANDUM

TO: Members of the Board of Trustees

FROM: Ron Gatlin, Purchasing Agent

DATE: December 9, 2013

SUBJECT: Purchase of AP Exams for CHS AP Classes

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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 AP Exams for Canutillo High School from College Board in the total amount of \$14,223.00.

### **ADMINISTRATIVE RECOMMENDATION:**

Administration recommends approval of the purchase of AP Exams for Canutillo High School from College Board in the total amount of \$14,223.00 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 Artcraft 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 Artcraft Rd., El Paso, TX 79932.*



# Request for Board Agenda Item

Purchasing Department

Date: 12/5/13

Campus/Department: CHS

Vendor Name: College Board # 7812

Total Cost: † 14,223.00

Item Description and Justification for Purchase:

Estimate amount for Advanced Placement (AP) Exams for  
students grades 9-12 in AP classes.  
Exams to be held May, 2014  
Exams for college credit

Participating Schools/Departments: CHS

Funding Source: LISA 196.116339.00.001.31  
(Account number to charge)

[Signature]  
Campus/Department Administrator

12/5/13  
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: BELOW BID THRESHOLD

[Signature]  
Purchasing Agent

12/9/13  
Date Signed

[Signature]  
Executive Director of Financial Services

12/9/13  
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: *Mauro Aguiar* Date: 12/9/13

### Federal Programs (For Compliance with Grant Requirements)

Not Required  Approved  Denied

Comment: \_\_\_\_\_

Signature: *Ana Jimenez* Date: 12-10-13

### 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: 12/10/13