

**GLENBROOK HIGH SCHOOLS
DISTRICT BUSINESS OFFICE**

To: Dr. Riggle
From: Kimberly L. Ptak
Re: Authorization for Release of Purchase Orders
Date: March 8, 2016

Recommendation

It is recommended that the Board of Education authorize the release of FY 2016/17 purchase orders for departmental supplies, equipment and building projects based on 75% of the current year's budget.

Background

The Board has annually authorized the business office to release purchase orders for the following year for departmental supplies and equipment prior to final adoption of the budget. There has been a limit of 75% of the current year's budget on orders in the past.