



**To:** Dr. Mike Riggle  
Board of Education

**From:** Dr. Kimberly Ptak  
Dr. R.J. Gravel

**Date:** Monday, March 20, 2017

**Re:** Authorization for Release of Purchase Orders

**Recommendation**

It is recommended that the Board of Education approve the release of purchase orders for the 2017-2018 fiscal year for the purchase of school and district supplies, equipment, and services up to 75% of the current year's budget.

**Background**

Historically the Board of Education has authorized the Business Services department to release purchase orders for the purchase of school and district supplies, equipment, and services, prior to the presentation of the tentative budget, and approval of the final budget. This enables our budget managers to secure agreements for goods and services at competitive rates prior to the end of the school year.

It is recommended that the purchase order entry and approval system be made available to budget managers for the 2017-2018 fiscal year beginning Monday, April 3, 2017. Once made available, purchase orders will be approved by the final approver (Associate Principal for Administrative Services or Director/Assistant Superintendent), and subsequently released for goods and services up to 75% of the current year's budget.