

**GLENBROOK HIGH SCHOOLS
District Business Office**

TO: Dr. Mike Riggle

FROM: Kimberly Ptak

DATE: March 23, 2015

RE: AUTHORIZATION TO RELEASE 2015/16 PURCHASE ORDERS

Recommendation

It is recommended that the Board of Education authorize the release of 2015/16 purchase orders for departmental supplies, equipment and approved 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.