



February 8, 2018

TO: Department Heads
Support Staff

Principals
School Treasurers

FROM: Debra J. Foulk
Executive Director
Business Affairs

RE: **Procedures for Submitting a Board Recommendation**

Business Affairs processes recommendations to the Board of Education for service or expenditure purchase orders that are \$25,000.00 or more to the same vendor. Splitting expenditures between purchase orders will not avoid the \$25,000.00 requirement. Also, all expenditures requiring a signed contract or agreement must go to Board, regardless of the dollar amount. In order to meet the new closing time for Board documents on Monday by twelve noon, all recommendations must be in Business Affairs no later than 5:00 p.m. on the Friday, eighteen (18) days prior to the Board Meeting date.

There are two methods for submitting your recommendations. They are:

- Preferred method – Enter the requisition into MUNIS adhering to the due date, and in the “Board Meeting Information” section, put the anticipated Board Meeting date under “Board Approval Date.” In “General Notes,” include any information that may be helpful in processing the recommendation; purpose, use, for whom, etc. Release the requisition to begin the approval process no later than 5:00 p.m. Friday, eighteen (18) days prior to the Board Meeting date. The information will be processed by Business Affairs as a Board Recommendation.
- Alternate method – E-mail your request to Debra Foulk or Jim Leonard, including the dollar amount, funding source, vendor, anticipated Board date, and a brief description of what is being purchased, for whom, use, etc. E-mail requests must be received no later than twelve noon on Friday, eighteen (18) days prior to the Board Meeting date. The Board Recommendation will be written and submitted for you. You are then responsible for completing the requisition, including the Board Meeting date, that is to be placed in the “Board Meeting Information” section under “Board Approval Date,” and releasing the requisition for approval.

Failure to meet these deadlines could delay Board approval of the request. If you have any questions or special requests, please contact Business Affairs or Purchasing Services.

Thank you.