



**CANUTILLO INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING SCHEDULE
PURCHASING AGENDA ITEMS CALENDAR 23-24**

To All District Personnel,

If you have an item that requires Board approval and the item needs to go through the Purchasing Department, **you must submit** all required documents along with backup (supporting documents), to the Purchasing Department by the date listed below, under "**Board Agenda Items due to Purchasing**". submit your item to ensure it can be included on the agenda for the Board meeting you wish to have the item presented for board approval.

The scheduled deadlines have been established to allow ample time for purchasing to review all documents submitted, to confirm all backup is accurate, and to secure the procurement compliance method. This also provides additional time should there be a need for edits, corrections, and/or obtain additional documents if needed.

Be advised that if your item is not submitted by the scheduled purchasing deadline, your item will be scheduled for the next scheduled board meeting.

NOTE: ALL Memorandum of Understandings, Memorandum of Agreements and Interlocal Agreements require Board approval.

Below are the standard Required Documentation for all Board items:

Executive Summary completely filled out.

All backup and supporting documents pertaining to the request (this will ensure purchasing requirements have been satisfied).

Contract Routing & Approval Form for Agreements, MOU's, MOA's, etc.

Revision to Policy CH (Local)

Purchasing Authority: The Board delegates to the purchasing agent to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs \$100,000 or more, regardless of whether the goods or services are competitive-ly purchased, shall require Board approval before a transaction may take place, except as otherwise provided in this policy, where if the purchase is not under a contract approved by the Texas Education Agency or the Education service centers; or the purchase is not on a contract approved by the State of Texas. Board approval is also required if a purchase is not pursuant to inter-local agreements previously approved by the board, including a purchase that is not being made through a cooperative purchasing program.

*** Executive Summary forms are under Purchasing/Board Item Schedule**

Regular Board Meeting Date	Board Agenda Items due to Purchasing	Superintendent Office Posting Date
August 22, 2023	July 18, 2023	August 15, 2023
September 26, 2023	August 22, 2023	September 19, 2023
October 30, 2023	September 18, 2023	October 23, 2023
November 28, 2023	October 24, 2023	November 14, 2023
December 13, 2023	October 30, 2023	December 6, 2023
January 30, 2024	December 12, 2023	Januray 23, 2024
February 27, 2024	January 23, 2024	February 20, 2024
March 26, 2024	February 13, 2024	March 19, 2024
April 23, 2024	March 19, 2024	April 16, 2024
May 28, 2024	April 23, 2024	May 21, 2024
June 25, 2024	May 21, 2024	June 18, 2024

*Respectfully,
Your Purchasing Agents: Elizabeth Sida, Sonia Gomez*