
Business Services Update



About the department

Business Services Department is committed to being responsible stewards of the financial resources entrusted to us to meet the educational needs of our students.

- Financial functions include accounting, budgeting, investment management, grant and special revenue administration, fixed assets, accounts payable, payroll and procurement

Purchasing Department is responsible for the administration and organization of the district's procurement activities in accordance with state law and the authority delegated by the Superintendent and Board of Trustees.



Business Services Accolades

- ★ "Superior Achievement" under Schools FIRST
- ★ Government Financial Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting
- ★ Association of School Business Officials (ASBO) Certificate of Excellence
- ★ Texas Association of School Business Officials (TASBO) Purchasing Award of Merit



Our Goals

- ✓ To develop and maintain excellent working relationships with stakeholders, vendors, and campus/department staff
- ✓ Ensure all financial transactions are conducted efficiently and conducted in a legal, ethical, and professional manner
- ✓ Ensure all campuses and departments are trained in sound financial practices



2022-2023 New Business

- District-wide random financial compliance reviews
- Contract with online school payment system to accept fees for various activities district-wide
- Submit for Texas Comptroller of Public Accounts' Transparency Stars, which recognizes local governments entities for their transparency efforts
- Implement new travel card process for hotel reservations



Purchasing 101



Aggregate Purchases

- The \$50,000 threshold is based on aggregate purchases made district-wide, not:
 - Individual purchases made by a campus or department
 - A purchase made from a specific vendor
- The District utilizes purchasing “categories” to monitor expenditures & ensure annual aggregate spend compliance

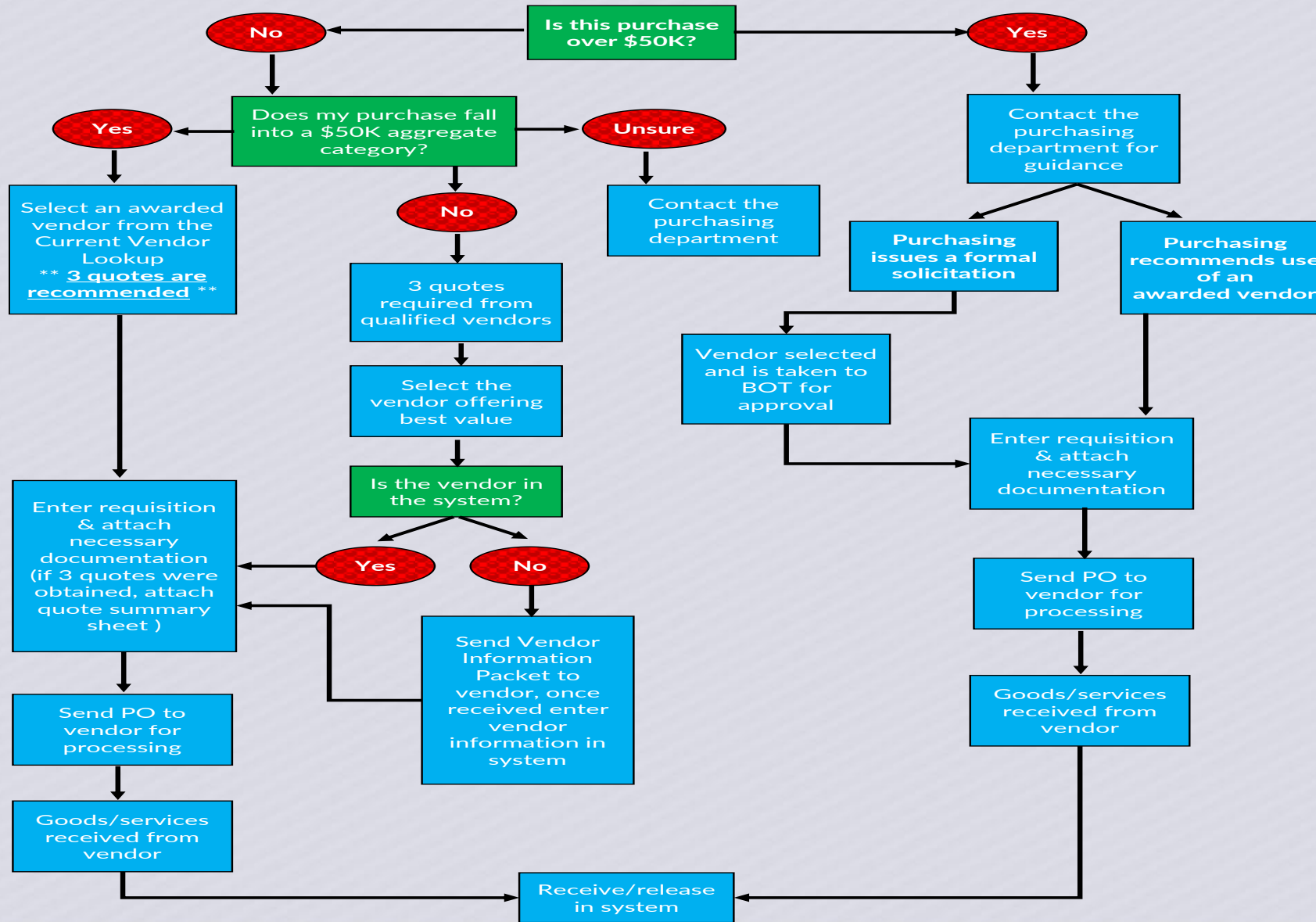


Purchasing Law/Policy

- TEC § 44.031 Purchasing Contracts
 - Establishes contracting procedures for aggregate purchases which exceed \$50,000 in a 12-month period
 - Describes the various competitive solicitation methods available as well as the criteria to be used to score responses
 - Delegates authority to the Board of Trustees to declare an exception to these requirements in response to emergencies/disasters
- Board Policies - CH (Legal), CH (Local), and CHE (Legal)
 - All purchases must be made using a fully executed purchase order – check requests should never be used to circumvent the process



Purchasing Process Flowchart



Awarded Vendors

- “Awarded Vendors” are those vendors who have participated in and have been awarded a contract through one of the District’s purchasing cooperatives or a District-issued competitive solicitation
- Completing and submitting a District vendor information packet does not make a vendor an Awarded Vendor (it is only a tool to gather company information)
- Quotes for the purchase of any goods/services should not be requested from vendors who are not Awarded Vendors



Ongoing Solicitations

- Open through June 30, 2024:
 - RFP #19-017 for Contracted Services & Related Products
- Open through June 30, 2025:
 - CSP #21-005 for CTE Equipment, Supplies, and Related Services
 - CSP #21-006 for Catering Services
 - CSP #21-007 for Fundraising Items & Services
 - CSP #21-008 for Miscellaneous Retail Goods & Services
 - CSP #21-014 for Police/Security Equipment, Supplies, and Related Services

