



BULLETIN

SUBJECT: SUGGESTIONS FOR BOARD REPORT FORMAT 2011-12 NO. AS-22

TO: All School Principals and Central Leadership

DATE: October 11, 2011

PREPARED BY: Patricia A. Hagemeyer **DEPARTMENT:** Administrative Services
Chief Business Officer

REVIEWED BY: Jonathan P. Raymond **APPROVED BY:** Patricia A. Hagemeyer
Superintendent

As a reminder, at the April 7 and April 25 Board meetings, there was significant discussion on contract information provided to the Board and public. As a result of those discussions, additional information is reported to the Board.

Once a month, a detailed report of all purchases that utilize a purchase order is presented to the Board and available on line to the public. Information provided includes the purchase order number, the name of the vendor, the major fund that is paying for the purchase and the amount of the purchase. In addition, a description of the purchase is included. This information is pulled directly from the "Comment" line in the online requisition. **It is critical to ensure that staff who do the data entry make the description as clear and understandable as possible.**

Some examples of descriptions that are very succinct and give the reader a good sense of the purchase include:

CJA Brackets for Projector Screen
First Lego League Team Registration/Equipment
Handwriting Without Tears Curriculum
Perfect Attendance Award Ceremony Cal Expo
Strategies That Work: Teaching Comprehension for Understanding and Engagement

Some examples of descriptions that may not provide adequate information:

Book for Principal
IPOD's
Desktops
Repair of Golf Carts

Discuss with your staff members the importance of providing a clear description of the purchase. Ambiguity or casual descriptions may raise questions on the necessity of the purchase.

Please feel free to contact Patty Hagemeyer at 643-7840 if you have any questions regarding this information.

Thank you for your continued efforts to provide information to the Board and public.

Cc: Cabinet Members
Area Assistant Superintendents