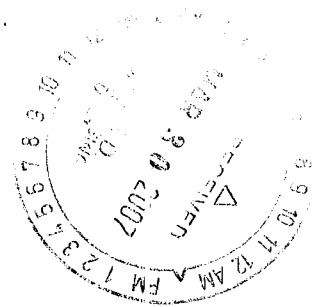




Brownsville Independent School District

1900 Price Road – Suite 306 Brownsville, Texas 78521-2417 (956) 547-4113 Fax: (956) 548-8026



To: All Administrators/Campus Departments
 From: Lorenzo Sanchez, Chief Financial Officer
 Date: March 7, 2007
 Re: Purchase Order Cut-off Procedures and Time Line

Please be informed that **Friday, April 27, 2007** is the final day to submit purchase requisitions to the Purchasing Department for Local, State and Special Revenue Funds as noted on the attached Exhibit A for Academic Year 2006-2007. Please follow the schedule below:

Requesting Dept.	Funding Source	Requested Action	Final Submission Date
Federal Programs	162, 211, 212, 255	Submit all BA's to Dept	March 1, 2007
Federal Programs	162, 211, 212, 255	Submit all BC's to Dept	April 3, 2007
Various	161, 162, 163, 164, 165, 166, 196, 198, 199, 200's, 300's, 400's	Submit all Purchase Requests to Funding Source Departments	April 19, 2007
Purchasing Dept	161, 162, 163, 164, 165, 166, 196, 198, 199, 200's, 300's, 400's	Submit all Purchase Requests to the Purchasing Department	April 27, 2007
Purchasing Dept/Finance Dept	161, 162, 163, 164, 165, 166, 196, 198, 199	Cancellation of PO's of purchases not received	May 31, 2007
Purchasing Dept/Finance Dept	200's, 300's, 400's	Cancellation of PO's of purchases not received (Following grant ending dates)	June 29, 2007 July 31, 2007 August 31, 2007

The following functions/location will be exempt from the cut-off timeline and will continue normal operations. They are function 34/Transportation, function 51/Maintenance, and function 81/Facilities & Construction and Summer School location 699.

All purchase requisitions must adhere to current local and state purchasing policies and procedures to ensure prompt processing of purchase orders. The Purchasing Dept. will make notes to the vendors on the purchase orders alerting them to the cancellation dates. When ordering, please keep in mind that on all large item orders such as computers and furniture, vendors will ship 4 to 8 weeks after the order has been placed, and only under extenuating circumstances such as Staff Development, will a purchase order remain open past the cancellation date.

Due to this cut-off procedure, the Bi-Tech system will start operating from 6 a.m. to 8 p.m. from Monday through Friday beginning immediately. The cut-off process enables the elimination of all outstanding encumbrances before June 30 and match revenues to expenditures for the fiscal period. By establishing these procedures, the district's working capital (cash flow) in the subsequent fiscal period will not be affected. We continue to encourage campuses to spend special revenue funds prior to expending local funding.

BISD does not discriminate on basis of race, color, national origin, sex, religion, age or disability in employment or provision of services, programs or activities.