

CONSENT AGENDA ITEM # \_\_\_\_\_  
**GLENBROOK HIGH SCHOOLS**  
**Regular Meeting – Monday March 21, 2011**  
**District Business Office**

**TO: Dr. Mike Riggle**  
**Hillarie Siena**

**FROM: Kimberly Ptak**

**DATE: March 21, 2011**

**RE: CONSENT: APPROVAL AUTHORIZATION TO RELEASE 2011/12**  
**PURCHASE ORDERS**

**Recommendation**

It is recommended that the Board of Education approve the

Authorization of the release of 2011/12 purchase orders for departmental supplies, equipment and approved building projects based on 75% of the current year's budget.

**Background**

The Board has annually authorized the business office to release purchase orders for the following year for departmental supplies and equipment prior to final adoption of the budget. There has been a limit of 75% of the current year's budget on orders in the past.