

**GLENBROOK HIGH SCHOOLS
District Business Office**

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

FROM: Kimberly Ptak

DATE: March 19, 2012

RE: AUTHORIZATION TO RELEASE 2012/13 PURCHASE ORDERS

Recommendation

It is recommended that the Board of Education authorize the release of 2012/13 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.