

Director's Note: We acknowledge our staff as we celebrate Administrative Professionals Week this month and extend our appreciation in recognition of their hard work. Their contributions all year long help our district function more smoothly.

## Asset Management Notes

The Asset Management staff worked hard at assembling and distributing furniture at JD Salinas Middle School. The staff now looks forward to accomplishing the same with the upcoming Middle and Elementary schools located respectively on Inspiration Rd. and Abram Rd.

The process of furnishing the campus classrooms involves the coordination of several departments. Once furniture has arrived at the campus, the staff unloads furniture from the trailer and verifies amounts received, and visible damages. Furniture is then unboxed and placed accordingly in the designated rooms as per campus distribution list.

Furnishing a campus can be daunting, but with a structured process in place and the assistance of the Physical Plant Operations Department, it is accomplished more efficiently.

## DIP/CIP CERTIFICATION

In order to comply with federal and state regulations, it is required that we make some changes to the purchase requisition data entry process. Effective immediately, all requisitions must make reference to the respective district improvement plan (DIP) and/or the campus improvement plan (CIP) goal number and the action/tasks being affected. The following are the required changes being made.

- In the "Order Header" part of the requisition (see attachment), you must enter the following:
- Specific Goal # \_\_\_\_\_, Action/Tasks #(s) \_\_\_\_\_.
- In the "Header Code" select the "CERT" code. This is a certification statement.

All budget managers will be ultimately responsible to ensure that all purchase orders contain this notation. In addition, at the time when the budget managers are approving requisitions, they will be certifying the following:

*I certify that this is an allowable expenditure from the funding source(s) being utilized. If these are federal/state funds, this purchase is educationally supplemental to the basic program.*

*Information supporting this expenditure is contained in the comprehensive needs assessment and the district/campus improvement plan.*

Should you have any questions, please call Dr. Jose Gonzalez at 580-5094, Joel Treviño at 580-5021 or Sylvia G. Zapata at 580-5081.


