



SHAWNEE PUBLIC SCHOOLS

326 North Union Ave. • Shawnee, OK 74801-7099 • (405) 273-0653

To: Board of Education
From: Dr. April Grace, Superintendent
Date: June 28, 2021
Subject: Purchasing Officer for 2020-21 FY

It is the duty and responsibility of the Board of Education to prescribe and administer proper purchasing procedures for all goods and services. One such procedure is that the Board of Education shall designate a purchasing officer to purchase goods or services for the District. This will allow the authorized person to make purchases in accordance with the purchasing laws for governmental entities.

Recommendation:

That the Board appoints Brent Houston as the District's purchasing officer for the 2021-22FY.