Purchasing Procedures

Process:

In January, the Executive Director and the Coordinators will conduct a data review and determine the priorities for the upcoming fiscal year.

Based on the established priorities, Coordinators/Program Areas must complete and submit a budget allocation request for the upcoming fiscal year. This request should include the total amount requested and the category and purpose of the expense. When possible, the request should also include total expenses from the current year. The Executive Director and the leadership team that includes the Budget Unit Manager will review requests and, if approved, they will become a part of the budget planning process for the IDEA budget.

The Executive Director and the leadership team that includes the Budget Unit Manager will create a draft budget with all salaries and expenses included. This draft budget will be reviewed prior to entering in the Consolidated Application.

The Budget Unit Manager completes budget proposal documents and submits them to the Chief Academic Officer to review and present to the Chief Finance Officer prior to the District budget being approved. These draft budget proposal documents usually come from Finance in February and are submitted in time for several committee reviews prior to the Superintendent presenting a budget to the Board for approval. The Chief Finance Officer establishes the timeline for completing these budget proposals annually. Once grants from the GaDOE are available in the ConApp, the Budget Unit Manager completes them using the budget proposal documents that have been approved by the Board. The ConApp must be completed by October 1st each year. Once the grants in the ConApp have been approved by the GaDOE, the Budget Unit Manager, downloads a report as an Excel document, and adds the specific TouchPoint or GUI/CrossPointe charge code for each line item. For salaries and benefits, charge codes are assigned based on position and location of the staff member. This Excel file is submitted to the Budget Analyst III in Finance to be loaded into TouchPoint or GUI/CrossPointe.