

KATY INDEPENDENT SCHOOL DISTRICT
Purchasing Department

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Purchasing Department Personnel

- 1 – Senior Buyer
- 3 – Buyers (1 Open Position)
- 1 – Technology Buyer
- 2 – Assistant Buyers
- 1 – Secretary

Function:

We seek to conserve public funds and ensure fair and equitable treatment of all vendors. We are committed to a purchasing system that complies with state law and provides quality, integrity and increased competition. The purchasing department is dedicated to a purchasing program that is conducted in a professional manner, provides Katy ISD taxpayers the maximum value for each dollar spent and satisfies the needs of the faculty, staff and students of the Katy Independent School District.

Departmental Data for 2006/2007:

- Processed 27,188 purchase orders totaling \$172,325,606.
- Processed cash and non-cash donation reports totaling \$582,827.
- Prepared and processed 61 formal bid, proposals and price quotes.

Biggest Challenge:

In addition to proposals, price quotes, donations and purchase orders, the purchasing department prepares standard equipment lists to assist in the budget development for newly constructed schools and buildings. We purchase the furniture and much of the equipment and also oversee the delivery and installation of these items. The fast growth of the Katy Independent School District presents additional challenges. In 2007, we assisted with the opening of two elementary schools. There was also the addition of 23 new temporary buildings which equated to 46 new classrooms.

Summer 2008 projects will include furnishing two new elementary schools, two junior highs, a new ninth grade center, as well as the renovations at both alternative high schools and new additions at two elementary schools. Additionally we are working with the Transportation Dept to purchase the furniture and equipment to be installed upon completion of the East Transportation Center renovation.