

# Anthony Independent School District

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April 1, 2014

*Letter re: Texas Independent School District's Compliance with State and Local Policies*

Dear Vendor:

I would like to thank you for the very important part that you, as a vendor, play in the Anthony Independent School District's (AISD) instructional program. Without your services and/or product we would be hard pressed to meet our objectives.

As part of our continuous improvement focus, we would appreciate your assistance in improving AISD's "prompt payment" efforts. State and Local policies requires "All purchase commitments shall be made by the Superintendent or designee **on a properly drawn and issued purchase order.**" On occasion, AISD employees call in orders for goods and service without a properly executed purchase order. This impacts you as the vendor (payment and the district (inefficient operations). We believe that with your help we can make improvements to this process that will help you and the district.

AISD's leadership team recently enacted internal guidelines that provide step by step guidance regarding the acquisition of goods and/or services. Employees have been instructed to process a purchase order **prior to** ordering or receiving any goods and/or services. The District has informed employees that the individual employee will be personally responsible for any goods and/or services obtained without prior approval (as documented by the date on the purchase order). We are asking you (the vendor) to ensure that you have a valid purchase order prior to delivering goods and/or services to AISD. **Do not ship or deliver any goods to AISD without having a purchase order in hand.** Should you ship goods or provide services without a properly executed purchase order we will forward your invoice(s) to the employee who ordered them improperly for payment. The district will not be responsible for paying for goods or services delivered without a properly executed purchase order. Your assistance will help us process invoices and improve out prompt pay efforts. Thanks!

Should you have any questions, please contact Emily Levario, Finance Director, at 915-886-6508.

With Regards,



Steven Saldivar  
Superintendent