

**Texas Association of School Business Officials
Award of Excellence in Purchasing Operations**

Application

Name of Entity: _____ Region: _____

Address: _____

Person Making Application: _____ Telephone: _____

Email Address: _____

Staff Data

If position does not exist, leave blank:

Name of Chief Financial Official: _____ TASBO Member: Yes No

Certification: _____

Name of Chief Purchasing Official: _____ TASBO Member: Yes No

Certification: _____

Other Professional Purchasing Staff Members

Name: _____ Title: _____
TASBO Member: Yes No Certification: _____

Name: _____ Title: _____
TASBO Member: Yes No Certification: _____

Name: _____ Title: _____
TASBO Member: Yes No Certification: _____

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TASBO Member: Yes No Certification: _____

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TASBO Member: Yes No Certification: _____

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TASBO Member: Yes No Certification: _____

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TASBO Member: Yes No Certification: _____

Name: _____ Title: _____
TASBO Member: Yes No Certification: _____

Name: _____ Title: _____
TASBO Member: Yes No Certification: _____

List Other Purchasing Support Staff Members

Name: _____ Title: _____
TASBO Member: Yes No Certification: _____

Name: _____ Title: _____
TASBO Member: Yes No Certification: _____

Name: _____ Title: _____
TASBO Member: Yes No Certification: _____

Name: _____ Title: _____
TASBO Member: Yes No Certification: _____

Name: _____ Title: _____
TASBO Member: Yes No Certification: _____

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TASBO Member: Yes No Certification: _____

Name: _____ Title: _____
TASBO Member: Yes No Certification: _____

District Characteristics

Number of Students: _____ Number of schools: _____

Number of Support Facilities: _____

Number of Staff in Purchasing Operations: _____

If applicable, number of staff in Warehouse Operations: _____

Provide the physical address for your purchasing operation.

Approximately how many square feet of office space are used for purchasing? _____

If the district uses a P-Card program:

- Approximate number of staff members issued cards? _____

If the district operates a warehouse provide the following:

Physical location: _____

Number of square feet dedicated to warehousing of materials: _____

Number of delivery trucks: _____

List the number and types of other materials handling equipment:

Please include district certification letter and check made payable to TASBO for the \$300 fee with completed application. Questions may be directed to Becky Bunte, TASBO Project Specialist, at 800-338-6531 Ext. 239 or by email to bbunte@TASBO.org.