

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

Application Form

Please complete this form and submit electronically with your AOM Purchasing Operations documentation packet. Also please submit the \$450 application fee by regular mail.

AOM Purchasing Operations Level:

- Original AOM Purchasing Operations Documentation Packet
- Recertification AOM Purchasing Operations Documentation Packet

Documentation packet submittal method:

- Email (recertification only)
- Dropbox and emailed sharing link
- USB drive mailed

Date AOM Purchasing Operations documentation packet submitted (Must be received in TASBO offices by August 31 of current calendar year.)

_____ (MM/DD/YYYY)

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: _____

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: _____

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

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: _____

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: _____

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:

Questions may be directed to Tracy Ginsburg, Executive Director 512-617-0068 or by email to tginsburg@tasbo.org.