

Budgeting and Acquisition Process

Year 1	After 1 st Year
Step 1: Determine Needs	
Survey teachers Get student input via Suggestion Box Ask Media Advisory Committee for greatest needs	Survey teachers Get student input via Suggestion Box Ask Media Advisory Committee for greatest needs Get parent input
Step 2: Determine Priorities Review surveys and suggestions Involve Media Advisory Committee in prioritizing	
Step 3: Determine Funding Sources Discuss priorities with principal Review immediate needs Generally discuss long-range needs	
Explore funding options: <ul style="list-style-type: none"> ➤ Budget ➤ Instructional Materials ➤ Internal Select items to be purchased: <ul style="list-style-type: none"> ➤ Refer to prioritized needs ➤ Use "Consideration File" ➤ Use professional journal reviews 	Explore funding options: <ul style="list-style-type: none"> ➤ Budget ➤ Instructional Materials ➤ Internal ➤ PSTF (Public School Technology Funds) ➤ Instructional Staff Training (Inservice) ➤ Accountability ➤ Capital Select items to be purchased: <ul style="list-style-type: none"> ➤ Refer to prioritized needs ➤ Use "Consideration File" ➤ Use professional journal reviews ➤ Use authoritative sources (e.g., Wilson's <u>Library Catalog</u> series, Bowker's <u>Best Books</u> series, Broward's core collections, etc.), lists of supplemental books correlated to adopted basal series, etc.
Step 4: Determine Purchase Sources	
Work with bookkeeper/budgetkeeper to find: <ul style="list-style-type: none"> ➤ Catalog bids (http://web/supply) ➤ Vendor numbers ➤ Warehouse orders – http://web/warehouse ➤ Computers (http://web/ets) Call Purchasing Hotline (754 321-0505)	Work with bookkeeper/budgetkeeper to find: <ul style="list-style-type: none"> ➤ Catalog bids (broward.k12.fl.us/supply) ➤ Vendor numbers ➤ Warehouse orders – http://web/warehouse ➤ Computers (http://web/ets) Call Purchasing Hotline (754 321-0505)
Step 5: Determine Future Purchases	
Maintain ongoing list as needs in collection appear Prepare Budget Proposal in February and give to administrator	Maintain ongoing list as needs in collection appear Develop three-year plan Prepare Budget Proposal in February and give to administrator