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**TO:** General Leadership

**FROM:** Michael Thomas, Superintendent

**SUBJECT:** 2018-2019 Fiscal Directives

**DATE:** August 7, 2018

K12 funding increases continue to be limited and challenging. Although we have some relief with the infusion of the Mill Levy Override (2017), current conditions are still impacted by years of fiscal challenges and continued declining enrollment. Our goal remains to have in place the best plan possible to effectively and efficiently handle the situation and continue serving students. Academic achievement must remain as our highest priority.

At this time, we will take the following actions below. The intention of this memorandum is to replace the current "Fiscal Directives" memo on file dated September 6, 2016. Fiscal actions to be followed:

1. All technology purchases must follow the attached "District IT Technology Purchase Guidelines". IT Department Approvals are obtained on-line through "Technology Purchase Tracker" (TPT). This includes purchases using P-card, Purchase Order or Reimbursement/Check Request. Schools can go through their Library Technology Educator and Departments can go through their Administrative Assistant for access to TPT.
2. All Consulting/Professional Service contracts greater than \$50,000 require Superintendent approval, regardless of fund type. The form to make the request is located on the Procurement Department's webpage under forms, "Superintendent's Approval to Purchase Form per Fiscal Directives". Exceptions: Architect and Engineering Services, Design Services, and Environmental Services.

If you have any questions, please contact the appropriate, responsible department for further information. Thank you for your continued cooperation.