

2025 TASBO Award of Merit Application - Assigned Points and Possible Score

NOTE: All sections identified as required (*) must be provided with the application. Points shown will be either the total points available or zero.

			Applicant Anticipated Scoring Work Area
1. PURCHASING POLICIES AND PROCEDURES	Proposed points	Required*	
Narrative	Pass/Fail	*	N/A
a. Board Policy (Local only if applicable)	10	*	
b. Purchasing Ethics	10	*	
c. Purchasing Manual	15	*	
Section Total Score	35		0
2. PURCHASING ORGANIZATION, EDUCATION AND EXPERIENCE	Proposed points	Required*	Scoring Work Area
Narrative	Pass/Fail	*	N/A
a. Purchasing Department Structure	5		
b. Higher Education (5 pts per employee with degree, maximum of 10 points)	10		
c. Experience of Purchasing-associated Staff	10		
Section Total Score	25		0
3. PURCHASING STAFF CERTIFICATION, ENGAGEMENT, AND TRAINING	Proposed points	Required*	Scoring Work Area
Narrative	Pass/Fail	*	N/A
a. Texas Association of School Business Officials (TASBO) Certifications	10		
b. Purchasing Staff Engagement with TASBO Education and Training Opportunities	35	*	
c. Purchasing Department Staff Training (non-TASBO related)	5		
d. In-Service Training of Non-Purchasing Staff	10	*	
Section Total Score	60		0
4. PURCHASING OPERATIONS	Proposed points	Required*	Scoring Work Area
Narrative	Pass/Fail	*	N/A
a. Requisition Approval Process	10	*	
b. Annual Aggregate	10	*	
c. Vendor Spend	5		
d. Vendor List for Solicitations	5		
e. Specialized Funds (non-local)	5		
f. Cooperative Purchasing Agreements and Strategies	10	*	
g. Records Management	5		
h. Internal Customer Feedback Regarding Vendor Performance	5		
i. Purchasing Department Staff Meetings	5		
Section Total Score	60		0
5. INTERNAL CUSTOMERS AND VENDOR COMMUNICATIONS	Proposed points	Required*	Scoring Work Area
Narrative	Pass/Fail	*	N/A
a. List of Awarded Contract Vendors	5		
b. Internal Customer Surveys	5		
c. External Vendor Surveys	5		
Section Total Score	15		0
6. USE OF TECHNOLOGY	Proposed points	Required*	Scoring Work Area
Narrative	Pass/Fail	*	N/A
a. Electronic Requisitioning	5		
b. Purchasing Internet / Intranet Presence	10	*	
c. Use of Technology to Submit Purchase Orders Electronically to Contract Vendors	5		
d. Use of Electronic Procurement	5		
e. Electronic Vendor Registration and Review Current or Awarded Solicitations	5		
f. Online Surplus Auctions	5		
Section Total Score	35		0
7. PROCUREMENT CARD PROGRAMS SYSTEM (if applicable)	Proposed points	Required*	Scoring Work Area
Narrative	Pass/Fail	*	N/A
a. Procurement Card Procedures (card issued by a financial institution to be used with multiple mer	10		
b. Merchant-issued Customer Card (card issued by a specific merchant like fuel cards, Walmart, Hc	5		
c. Procurement Card Programs Audit	5		
d. Staff Certification	5		

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8. WAREHOUSING (if applicable)	Proposed points	Required*	Scoring Work Area
Narrative	Pass/Fail	*	N/A
a. Operating Procedures	5		
b. Job Descriptions	5		
c. Inventory Report	5		
	15		0

* The section must be submitted to be considered for the TASBO Purchasing Award of Merit.

Applicant Total Anticipated Points:

Total Points for all required sections (must be 120 total points be eligible to receive the award):

Total Points for all sections is 270 points (min. 150 total points must be acheived to receive the award):