DeKalb Preparatory Academy Board ACTION FORM

January 24, 2023

Action form: 01-24-2023
informational [ ]  Action needed [x]

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| **Subject: Procurement Software - Procurify****Cost: $9,600.00**Initiated by: Marian SimpsonStaff Contact: Marian Simpson |  |

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### Why is Board Action/Consideration Needed? Also, please indicate one of the following: The Board Action is needed because this is an expenditure over $5,000 and it is regarding the proper communication channel for all stakeholders of DPA.

* [x]  High Priority [ ]  Emergency [x]  > $5,000 [x]  Other (Please explain)
1. Fiscal Impact/ Revenue Source : QBE
2. Policy Impact: What departments/stakeholders of the school will benefit?

All staff of Dekalb Preparatory Academy

1. Is this a one-time expenditure or an annual, on-going expense? Annual expense
2. Board Committee Recommendation: Finance
3. Background Information:

Procurify is a procurement system that will allow DPA to put a more efficient system of ordering supplies and procuring services around the school. This will streamline the approval process and keep up with the spending in regards to the budget. The budgets will be placed in the system.

1. Alternatives/Implications:

**DEKALB PREPARATORY ACADEMY**

**BOARD MEETING MOTION**

BOARD ACTION ITEM # 01-24-2023

**Meeting Date**: January 24, 2023

**Location:** In Person

**MOTION:**

**Name and Title of maker of the motion:** I, move to approve the purchase of Procurify in the amount of $9,600.00.

**Name and Title of second to the motion:** I, second the motion to approve the purchase of Procurify in the amount of $9,600.00.

**Action Taken:**

**Projected Cost**: $9,600.00

**Person responsible for implementation:** Marian Simpson

**Schedule**: January 24, 2023