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| Picture | **B4B Purchasing Checklist for School Leaders** |

**Prepared by BuyQ Consulting Services**

*Turn every purchase into a strategic investment for your school*

*When evaluating vendors and purchasing decisions, use this checklist to ensure you’re not just buying products—you’re building partnerships that drive outcomes.*

✅ **1. Mission Alignment**

* In what ways does this purchase or service support our school’s mission and goals?
* How will this decision impact students, staff or families?
* What risks or tradeoffs exist if we don’t make this purchase?

✅ **2. Partnership Quality**

* How does this vendor demonstrate commitment to our long-term success (beyond making the sale)?
* What kind of support, training or account management does the vendor provide? Is support provided ongoing beyond onboarding?

✅ **3. Outcome Focus**

* What outcomes matter most to us and how will we measure them?
* What outcomes or measurable results can the vendor demonstrate? Are success metrics built into the contract or agreement?

✅ **4. Data & Insights**

* How frequently will this vendor provide spend data, usage reports, or other insights to guide better decisions?
* Can we track and measure the impact of this purchase?

✅ **5. Scalability & Growth**

* How well does the solution adapt to our changing needs? (e.g. enrollment changes, new programs, budget shifts)
* What limitations might we face by partnering with this vendor as we expand or change?
* How does this vendor actively invest and improve their product or service over time?

✅ **6. Shared Value**

* How does this partnership create value for both our school and vendor?
* Does the vendor proactively bring ideas, opportunities or innovations that benefit us?
* What opportunities are there for collaboration that strengthen the relationship?

### **💡 Pro Tip**

Don’t just ask: *“What’s the price?”*
 Also ask: *“What’s the outcome this purchase will create for our school community?”*

📌 **Next Step:**
 Want to see how BuyQ can help your school unlock the benefits of B4B purchasing?
 👉[*Talk to our team today*](https://buyq.org/new-school?hsCtaTracking=4445c788-28f0-4eaa-80ba-c9a91a27051e%7C2672887e-aab6-4c8a-8e45-909afa6d23be)*.*