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|  | **Cross-School Planning Guide** |

**Prepared by BuyQ Consulting Services**

**For aligning procurement with academic calendars, strategic goals, and operational needs**

When schools plan and purchase together, you get better pricing, fewer delays, and more transparency. This guide helps you set the rhythm for system-wide coordination.

### **🗓️ Step 1: Establish a Shared Procurement Calendar**

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| **Month** | **Planning Activity** |
| July | Budget finalization, vendor review |
| August | Back-to-school supplies ordered |
| October | Tech/equipment check-in |
| January | Midyear spend audit + reorder planning |
| March | Summer projects identified |
| May | Pre-order for next year begins |

💡 *Customize this based on your region, fiscal year, and school start dates.*

### **👥 Step 2: Schedule Procurement Touchpoints**

* Quarterly procurement alignment meetings with school leads
* Pre-order check-ins (esp. for furniture, facilities, tech)
* 1:1 vendor review calls with top partners
* Procurement “office hours” to support site-based staff

### **🎯 Step 3: Align Goals + Budgets**

* Are purchases aligned with school improvement plans?
* Are teams aware of available discounts or contracts?
* Is there a system for prioritizing high-impact investments?
* Are there opportunities to leverage economies of scale?

### **🧩 Step 4: Document and Share**

* Create a **shared planning doc or dashboard** (Google Sheets works great)
* Include deadlines, who’s responsible, and reminders
* Track what’s working well to inform next year’s process

**Tip:** Cross-school alignment doesn’t have to mean complexity. Even syncing on 2–3 big purchase windows per year can dramatically improve spend efficiency and outcomes.