

PURCHASING AUTHORITY

The local governing body will designate a qualified employee to serve as the purchasing agent for the School Board and Board of Supervisors pursuant to Albemarle County's joint purchasing and procurement system. In this capacity, the agent for the Board may purchase or contract for all supplies, materials, equipment, and contractual services required by the school division in accordance with the Virginia Public Procurement Act and School Board policies.

Individuals will be authorized to make small purchases of supplies and equipment according to the procedures set forth in the Albemarle County Purchasing Manual.

All personnel in the division who desire to purchase supplies, materials, equipment or services will follow the established procurement procedures set forth in the Albemarle County Purchasing Manual.

Internal Controls

The Superintendent/Designee shall establish appropriate procedures for internal accounting controls.

Purchasing and Contracting

It is the policy of the Albemarle County Schools to encourage full and open competition whenever practicable among potential contractors and suppliers by competitive bidding practices; to centralize purchasing and contracting to realize the economies resulting therefrom; and to seek maximum educational value for every dollar expended.

Adopted: July 1, 1993

Amended: January 9, 2003; November 4, 2004; August 14, 2008; April 10, 2014

Reviewed: September 12, 2019

Legal Refs.: Code of Virginia, 1950, as amended, §§2.2-4300 et seq.; 22.1-68, 22.1-70, 22.1-78.

Cross Ref.: DGC, School Activity Funds

DGD, Funds for Instructional Materials and Office Supplies

DJB, Petty Cash Funds

DJF, Purchasing Procedure