

PURCHASING AUTHORITY

The County is organized under the [County Executive form of government](#) . In this form of government, the Director of Finance acts as the purchasing agent for the County. The purchasing agent is responsible for the procurement of all goods, services, insurance and construction (except, for example, certain small purchases; see [chapter 22](#)); the management and disposal of surplus goods; and the award of designated contracts on behalf of the County in accordance with the provisions of the [Albemarle County Purchasing Manual](#), [Virginia Public Procurement Act](#) and School Board policies.

Employees 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 Public 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