

PURCHASING AUTHORITY

The Superintendent with the School Board's formal approval may designate a qualified employee to serve as the purchasing agent for the Board. 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 subject to federal and state codes and School Board policies. All purchases made by the school division will be in accordance with the Virginia Public Procurement Act.

All personnel in the division who desire to purchase equipment and supplies shall follow the established procurement procedures within their departments or schools for the issuance of a requisition or purchase order. All purchase orders must be forwarded to the superintendent, or his/her designee (Director of Finance), for approval and processing.

Internal Controls

The Superintendent, or his/her designee (Director of Finance), shall establish appropriate procedures for internal accounting controls.

Purchasing and Contracting

It is the policy of the Waynesboro 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 economics resulting therefrom; and to seek maximum educational value for every dollar expended.

Adopted: July 8, 2008

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

8 VAC 20-240-10.

Cross Refs: DGC School Activity Funds
DJ Purchasing Procedures for Goods and Services
DJ-R Department Procedures for Purchasing
DJB Petty Cash Funds
DJF Purchasing Procedures for Contractors