

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, for approval and processing.

Internal Controls

The superintendent, or his/her designee, shall establish appropriate procedures for internal accounting controls.

Purchase orders must indicate the address for delivery. Before payment can be approved, an authorized employee of the school division must accept the goods and certify that they were received in proper condition.

No payment for goods or services may be made unless both an itemized invoice showing the name of the person or firm to whom payment is due is present and a receiving document bearing the signature of an authorized school employee on file. Furthermore, the invoice must have been issued in response to an approved purchase order.

Purchasing and Contracting

It is the policy of the Patrick 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: November 11, 1996

Revised: April 10, 2008

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

Cross Ref.: DGC School Activity Funds
 DGD Funds for Instructional Materials and Office Supplies
 DJ Small Purchasing
 DJB Petty Cash Funds
 DJF Purchasing Procedures

(PCSB)

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PATRICK COUNTY PUBLIC SCHOOLS