

PURCHASING AUTHORITY

The director with the Regional School Board's formal approval may designate a qualified employee to serve as the purchasing agent for the Regional Board. In this capacity, the agent for the Regional Board may purchase or contract for all supplies, materials, equipment, and contractual services required by the school subject to federal and state laws and regulations and Regional School Board policies. All purchases made by the school will be in accordance with the Virginia Public Procurement Act and the school's local fiscal agent.

All personnel in the school who desire to purchase equipment and supplies shall follow the established procurement procedures within the school for the issuance of a requisition or purchase order. All purchase orders must be forwarded to the director or director's designee for approval and processing.

Internal Controls

The director, or director's designee, establishes appropriate procedures for internal accounting controls.

Purchasing and Contracting

Maggie L. Walker Governor's School Regional Board encourages full and open competition whenever practicable among potential contractors and suppliers by competitive bidding practices; to centralize purchasing and contracting within the school to realize the economies resulting therefrom; and to seek maximum educational value for every dollar expended.

Adopted: December 18, 2014

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

Cross Refs.:	TBD	School Activity Funds
	Pol 7004	Funds for Instructional Materials and Office Supplies (<i>Under Development</i>)
	Pol 7015	Small Purchasing
	TBD	Petty Cash Funds
	TBD	Purchasing Procedures
	RPS	Purchasing Procedures Manual