

PURCHASING AUTHORITY

The executive director with the Regional School Board's formal approval may designate a qualified employee to serve as the purchasing agent for the Regional School Board. In this capacity, the agent for the Regional School 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 internal purchasing procedures.

Internal Controls

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

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

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
 Amended: April 19, 2018
 Amended: October 15, 2020
 Amended: September 19, 2024
 Amended: February 19, 2026

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

Cross Refs.:	Pol 7009	Management of Funds
	Pol 7021	Custody and Disbursement of School Funds
	Pol 7011	School Activity Funds
	Pol 7004	Funds for Instructional Materials and Office Supplies
	Pol 7003.2	Financial Accounting and Reporting
	Pol 7015	Small Purchasing
	Pol 7019	Petty Cash Funds
	Pol 7014.1	Purchasing Procedures

