

# FISCAL MANAGEMENT

File: DJ

## SMALL PURCHASING

Pursuant to written procedures not requiring competitive sealed bids or competitive negotiation, the School Board may enter into single or term contracts for goods and services other than professional services and nontransportation related construction if the aggregate or the sum of all phases is not expected to exceed \$100,000 and transportation-related construction if the aggregate or sum of all phases is not expected to exceed \$25,000. However, such small purchase procedures shall provide for competition wherever practicable. Such small purchase procedures may allow for single or term contracts for professional services without requiring competitive negotiation, provided the aggregate or the sum of all phases is not expected to exceed \$80,000. Where small purchase procedures are adopted for construction, the procedures shall not waive compliance with the Uniform State Building Code.

Adopted: May 20, 2004  
Revised: August 16, 2007  
Revised: June 19, 2008  
Revised: June 18, 2009  
Revised: June 16, 2011  
Revised: July 5, 2012  
Revised: June 30, 2015  
Revised: June 27, 2016  
Revised: June 19, 2018

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Legal Reference: Code of Virginia, 1950, as amended, §§ 2.2-4303, 22.1-68, 22.1-78

Cross Reference: DJF Purchasing Procedures

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