

FISCAL MANAGEMENT

File: DJA-R

PURCHASING AUTHORITY

1. The Director of Finance shall serve as the Purchasing Agent for the school division.
2. All purchases made by the school division will be in accordance with the Virginia Public Procurement Act, division policies and regulations.
3. The Director of Finance shall issue procurement procedures that shall be followed by all departments and schools. These are located in the Finance Procedure Manual. Copies are located at each school and with all budget holders.
4. All purchase orders must be forwarded to the Superintendent or designee (Associate Superintendent or Assistant Superintendent) for approval and processing.

Internal Controls

1. The Director of Finance shall establish appropriate processes for internal accounting controls.

Purchasing and Contracting

1. Full and open competition among potential contractors and suppliers shall be encouraged by competitive bidding practices provided by the Department of Finance and shared with all departments and schools.
2. All contracts must be executed using the following procedures:
 - A. A Contract is submitted to the Director of Finance for certification of availability of funds. If the value of the contract is over \$500, a Purchase Requisition must accompany the contract.
 - B. School division staff may use the standard boilerplate for contracts. Any amendments to the standard contract boilerplate must be sent to Director of Finance for review and possible review by an attorney. The Director of Finance will provide approval for the contract prior to the final signature and execution.
 - C. After the contract is signed by the Superintendent or designee, it is returned to the originating department for distribution.
3. All Schools and departments shall be issued a finance manual to guide internal accounting control processes.

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File: DJA-R
Page 2

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

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