

## FISCAL MANAGEMENT

File: DJA

### PURCHASING AUTHORITY

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

All personnel in the division who desire to purchase equipment and supplies will 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 Superintendent's designee, establishes appropriate processes for internal accounting controls.

#### Purchasing and Contracting

Charlottesville City Schools encourages full and open competition whenever practicable among potential contractors and suppliers by competitive bidding practices; to centralize purchasing and contracting within the school division to realize the economies resulting therefrom; and to seek maximum educational value for every dollar expended.

Adopted: May 20, 2004  
Revised: August 16, 2007  
Revised: June 19, 2008  
Reviewed: June 25, 2013  
Revised: June 26, 2014

---

Legal References.: Code of Virginia, 1950, as amended, §§ 2.2-4300 et seq.; 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

© 5/14 VSBA