

## PURCHASING AUTHORITY

~~SEARCH: DJA-1~~

~~The Superintendent~~ With the School Board's formal approval, the Superintendent may designate a qualified employee to serve as the Ppurchasing Aagent for the Board. In this capacity, the agent for the Board may purchase or contract for all supplies, materials, equipment, and contractual services required by the school division subject to federal and state codes and the limits set forth in this School Board policies policy. All purchases made by the school division will be in accordance with the Virginia Public Procurement Act and Regulation DJA-R: ACPS Procurement Manual.

~~Individuals, whose work requires frequent small purchases, will be authorized to make spot purchases of supplies and equipment. Spot purchases will be limited to \$35.00 per item, not to exceed a total of \$200, unless the supplies or equipment are for an emergency.~~

All personnel in the Division who desire to purchase goods or services equipment and supplies shall follow the school division's established procurement procedures, within their departments or schools for the issuance of a requisition or purchase order. All contract and purchase order requestss must be forwarded to the Superintendent or his/her designee, Procurement Office for approval and processing.

### Purchasing Authority Limits

All contracts exceeding \$500,000 require the signature of the Superintendent or authorized designee. The Purchasing Agent(s) has delegated signature authority for all contracts not exceeding \$500,000 for the term of any Contract, including any renewal term. Capital Improvement Program contracts in excess of \$500,000 require School Board approval prior to execution.

### Internal Controls

~~The Superintendent, or his/her designee, shall establish appropriate procedures for internal accounting controls.~~

### Purchasing and Contracting

It is the policy of the Alexandria City Public Schools to encourage full and open competition whenever practicable among potential contractors and suppliers by competitive bidding practices; to centralize purchasing and contracting to realize the economies resulting there from; and to seek maximum educational value for every dollar expended.

### Emergency Purchases

In cases of emergency, where the public's health, safety, or welfare is affected, the Superintendent or his/her designee may authorize purchase orders or award a contract without competitive bidding or competitive negotiation; however, such procurement shall be made with such competition as is practicable under the circumstances. A written determination of the basis

for the emergency and for the selection of the particular contractor shall be included in the contract file.

ACPS shall issue a written notice stating that an emergency contract has been awarded, identifying that which is being procured, the contractor selected, and the date on which the contract was or will be awarded. This notice shall be posted on the ACPS website and shall be communicated to the School Board accordingly.

### **Sole Source Purchases**

Upon determination in writing that there is only one source practicably available for that which is to be procured, purchase orders or contracts may be negotiated and awarded to that source without competitive bidding or competitive negotiation. The written determination shall document the basis for this exception and shall be approved by the authorized Purchasing Agent(s) or designee.

ACPS shall issue a written notice stating that a sole source contract has been awarded, identifying that which is being procured, the contractor selected, and the date on which the contract was or will be awarded. This notice shall be posted on the ACPS website.

Adopted: October 24, 1996  
Revised: April 4, 2002  
Revised: May 29, 2008  
**Amended:**

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

Cross Ref.: DGC \_\_\_\_\_ School Activity Funds  
DGD \_\_\_\_\_ Funds for Instructional Materials and Office Supplies  
DJ \_\_\_\_\_ Small Purchasing  
**DJA-R \_\_\_\_\_ ACPS Procurement Manual**  
DJB \_\_\_\_\_ Petty Cash Funds  
DJF \_\_\_\_\_ Purchasing Procedures  
**DJFB \_\_\_\_\_ Contract Execution**