

## 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 \$60,000. Where small purchase procedures are adopted for construction, the procedures shall not waive compliance with the Uniform State Building Code.

Adopted: August 8, 2016

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

Cross Ref.: DJF Purchasing Procedures

## PURCHASE ORDERS AND CONTRACTS

The purpose of this regulation is to prescribe the purchasing procedures for the Tazewell County School Division. All purchasing activities shall comply with the Code of Virginia Procurement regulations.

The following purchasing procedures are to be adhered to:

- Three written (documented) quotes must be obtained for any purchase in excess of \$2,500. These quotes shall be noted on the Purchase Requisition or accompanying file.
- Purchases exceeding \$30,000 must have Board approval prior to purchase.

The Supervisor of Finance is authorized to initiate the purchase of school goods, services, and construction.

Except as otherwise provided in Tazewell County School Board Policy, no official, elected or appointed, or any School Board employee shall purchase or contract for any goods, services, insurance or construction other than by or through the Supervisor of Finance as the School Board's liaison. Any purchase order or contract made contrary to the provisions herein, will not bind the School Board, but the person responsible for such purchase. This individual will be held personally liable for the purchase, and if previously paid out of School Board funds, the amount may be recovered by the School Board as deemed necessary and appropriate.