

Section 4-6.2. Appointment of Purchasing Manager and duties of the school superintendent; spot purchases by employees; department purchases; full and open competition required. —

A. The superintendent, with the School Board's approval, will designate a qualified employee to serve as the purchasing manager for Suffolk Public Schools. In this capacity, the manager will prepare requests for proposals, bids, certain responses, analyze and tabulate proposals and bids for the superintendent to enter into contracts and/or make bid awards. Any contract entered into and/or bid awarded by the superintendent must not exceed funds available in the School Board's Adopted Budget in any fund or category. The procurement process will be in accordance with the Virginia Public Procurement Act and policies of the School Board. Once the superintendent approves a contract and/or bid, the purchasing manager will then purchase the required supplies, materials, equipment and contracted services subject to federal and state laws and School Board policies.

B. Individuals whose work requires frequent small purchases may be authorized to make spot purchases of supplies and equipment in accordance with established procedures. All personnel of Suffolk Public Schools who desire to purchase equipment and supplies must 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 superintendent's designee for approval and processing.

C. All personnel in the division who desire to purchase equipment and supplies shall 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 superintendent's designee for approval and processing.

D. School Board 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 July 13, 1995; Revised/Effective Date: June 9, 2022; Ordinance 21/22-39; Ordinance 24/25-26; Revised/Effective: September 12, 2024)

Legal Authority - Virginia Code §22.1-78 (1950), as amended.