

**PURCHASING AUTHORITY**

All personnel in the division who desire to purchase equipment and supplies shall follow the established procurement procedures within the Virginia Public Procurement Act, the County of Gloucester Purchasing Ordinance, and their departments or schools for the issuance of a requisition or purchase order. All purchase requisitions must be forwarded to the superintendent, or his/her designee, for approval and processing.

**Internal Controls**

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

**Purchasing and Contracting**

It is the policy of Gloucester County 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 thereof, and to seek maximum educational value for every dollar expended.

**ADOPTED:** December 13, 2005

**REVISED:** September 14, 2010

**LEGAL REFERENCES:** Code of Virginia, 1950, as amended, sections 2.2-4300 et seq.; 22.1-68, 22.1-70, and 22.1-78.