Purchasing Authority and Responsibility

The Supervisor of Purchasing shall serve as the Chief Purchasing Agent for the Prince William County School Board and is authorized to procure and enter into all types of contracts and agreements for the procurement of goods and services (professional and non-professional), including construction, in accordance with Prince William County School Board direction, policies, regulations, and the “Virginia Public Procurement Act” regardless of the source of funds (appropriated, activity, student, et cetera).

The Supervisor of Purchasing shall require an electronic requisition or purchase order transaction for which there are budgeted, unencumbered, or appropriated funds sufficient to pay for the proposed procurement.

The Supervisor of Purchasing is authorized to delegate any and all of the authority and duties set forth in these policies to principals, budget holders, and such other officers and personnel of Prince William County Public Schools as deemed appropriate. Any such delegation shall be in writing and performed according to Prince William County School Board policies, regulations, and procedures.

The Supervisor of Purchasing shall be responsible for maintaining complete records pertaining to the performance of the procurement and disposition functions assigned by policy.

The Superintendent of Schools is authorized to develop alternative policies and procedures under Virginia Code § 2.2-4343.A.11 by regulation, which become effective when adopted by the School Board.

The Associate Superintendent for Finance and Support Services (or designee) is responsible for implementing and monitoring this policy.

The Associate Superintendent for Finance and Support Services (or designee) is responsible for reviewing this policy in 2019.

Legal References: Virginia Public Procurement Act, Va. Code §§ 2.2-4300, et seq.

Adopted: September 3, 1997
Reviewed/Revised: October 12, 2016