SUPPORT SERVICES

Small Purchases

The Virginia Code authorizes the Prince William County School Board to establish small purchase procedures, not requiring competitive sealed bids or competitive negotiation, for single or term contracts not to exceed $50,000.

Small purchases may be accomplished without formal advertising of bids or proposals as follows:

I. **$0 to $5,000** – Purchases from nongovernmental sources where the estimated total cost of the goods or services is less than $5,000 may be made by schools and departments upon receipt of one (1) fair and reasonable price quote.

   $0 to $10,000 – Purchases from nongovernmental sources where the estimated total cost of the goods or services is less than $10,000 may be made by the Office of Facilities Services upon receipt of one (1) fair and reasonable price quote.

II. **$5,001 - $15,000** – Purchases from nongovernmental sources where the estimated total cost of the goods or services is greater than $5,000, but less than $15,000, may be made by schools and departments after soliciting and documenting a minimum of three (3) competitive written or telephonic quotes.

   $10,000 - $20,000 – Purchases from nongovernmental sources where the estimated total cost of the goods or services is greater than $10,000, but less than $20,000, may be made by the Office of Facilities Services after soliciting and documenting a minimum of three (3) competitive written or telephonic quotes.

III. **$15,001/$20,001 - $50,000** – Purchases from nongovernmental sources where the estimated total cost of the goods or services is greater than $15,000/$20,000, but less than $50,000, and a minimum of four (4) facsimile, email, or eVA bids or proposals are obtained.

IV. **$50,000 - $100,000** – Purchases from nongovernmental sources where the estimated total cost of the goods or services is greater than $50,000, but less than $100,000, and a minimum of four (4) competitive written unsealed bids or proposals are obtained.
SUPPORT SERVICES

Small Purchases (continued)

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 Reference: Virginia Code, Title 2.2, Virginia Public Procurement Act, Chapter 43, Article 2, §2.2-4303 “Methods of Procurement”

Adopted: November 29, 2000
Reviewed/Revised: October 12, 2016

PRINCE WILLIAM COUNTY SCHOOL BOARD