

FISCAL MANAGEMENT

File: DJ-R

SMALL PURCHASING

1. Pursuant to written procedures of the Department of Finance, 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 if the aggregate or the sum of all phases is not expected to exceed \$100,000
2. Purchases under this exception that are expected to exceed \$30,000 shall require the written informal solicitation of a minimum of four bidders or offerors.
3. Purchases under this exception that are expected to exceed \$30,000 shall also require the posting of the public notice on appropriate websites.
4. The Charlottesville City School Board may purchase single or term contracts for professional services if the aggregate or sum of all phases is not expected to exceed \$50,000 without undertaking competitive bidding by adopting written procedures issued by the Department of Finance for such purchases.
5. All processes for purchasing are located in the Finance Procedure Manual at each school site and with all budget holders.

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Revised: January 10, 2011
Revised: July 5, 2011

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