

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 \$200,000.
2. 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 \$80,000 without undertaking competitive bidding by adopting written procedures issued by the Department of Finance for such purchases.
3. All processes for purchasing are located in the Bookkeepers' Manual at each school site and with all budget holders.

Issued: August 17, 2009
Revised: January 10, 2011
Revised: August 1, 2011
Revised: February 17, 2014
Revised: June 19, 2018
Revised: August 6, 2020

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

Cross Reference: DJF Purchasing Procedures