

AN ORDINANCE AMENDING CHAPTER 4, ARTICLE 6, SECTION 4-6.2, ENTITLED "APPOINTMENT OF PURCHASING MANAGER AND DUTIES OF THE SCHOOL SUPERINTENDENT; SPOT PURCHASES BY EMPLOYEES" OF THE POLICIES OF THE SUFFOLK CITY SCHOOL BOARD – FIRST READING

BE IT ORDAINED, by the School Board of the City of Suffolk, Virginia that Chapter 4, Article 6, Section 4-6.2, entitled "Appointment of Purchasing Manager and duties of the school superintendent; spot purchases by employees" of the Policies of the Suffolk City School Board, be, and the same is hereby amended to read as follows:

Section 4-6.2. Appointment of Purchasing Manager and duties of the school superintendent; spot purchases by employees. — A. The superintendent, with the School Board's approval, will designate a qualified employee to serve as the purchasing agent manager for the School Board Suffolk Public Schools. In this capacity, the agent manager will prepare requests for proposals, bids, certain responses, analyze and tabulate proposals and bids for the superintendent to ~~recommend~~ enter into contracts and/or make bid awards. ~~for consideration and approval by the School Board~~ Any contract entered into and/or bid awarded by the superintendent must not exceed funds available in the School Board's Adopted Budget in any fund or category. The procurement process will be in accordance with the Virginia Public Procurement Act and policies of the School Board. Once the ~~School Board~~ superintendent approves a contract and/or bid, the purchasing agent manager will then purchase the required supplies, materials, equipment and contracted services subject to federal and state laws and School Board policies.

B. Individuals whose work requires frequent small purchases may be authorized to make spot purchases of supplies and equipment in accordance with established procedures. All personnel of Suffolk Public Schools who desire to purchase equipment and supplies must follow the established procurement procedures within their departments or schools for the issuance of a requisition or purchase order. All purchase orders must be forwarded to the superintendent or superintendent's designee for approval and processing. (Adopted July 13, 1995)

Legal Authority - Virginia Code §22.1-78 (1950), as amended.

BE IT FURTHER ORDAINED that all phrases, clauses, sentences, paragraphs, subsections, sections and chapters of the School Board's Policy Manual not amended or repealed shall remain in full force and effect.

FIRST READING: _____

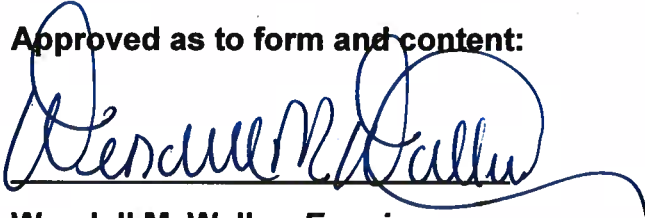
SECOND READING: _____

EFFECTIVE DATE: _____

TESTE: _____

CLERK

Approved as to form and content:

A handwritten signature in blue ink, appearing to read "Wendell M. Waller", written over a horizontal line.

Wendell M. Waller, Esquire
School Board Attorney