

PURCHASING POLICY AND PROCEDURE CHART

Over \$30,000	BOS approval	Professional Services – Need RFP; 4 formal written <u>solicitations</u> , expand to include 3 SWAM; Public Notice required; Contract may be required. (PO required)	Nonprofessional Services – Need IFB; 4 formal written <u>solicitations</u> , expand to include 3 SWAM; Public Notice required; Contract may be required. (PO required)	Goods – Need IFB; 4 formal written <u>solicitations</u> , expand to include 3 SWAM; Public Notice required. (PO required)
Over \$5,000 - \$30,000	Purchasing Mgr. approval	Over \$5,000 - \$10,000 3 faxed or written <u>solicitations</u> , expand to include 1 SWAM. (PO required)	Over \$10,000 - \$20,000 4 faxed or written <u>solicitations</u> , expand to include 2 SWAM. (PO required)	Over \$20,000 - \$30,000 4 faxed or written <u>solicitations</u> , expand to include 3 SWAM. (PO required)
\$0 - \$5,000	Department Head approval	\$0 - \$1,000 1 written or telephone quote to be documented with order in department (No PO required to be sent to Purchasing except when purchasing computers, software and computer-related equipment.*)	Over \$1,000 - \$5,000 2 written or telephone <u>solicitations</u> to include at least 1 written quote (PO required with documentation of solicitations attached to purchase request)	

BOS = Board of Supervisors

IFB = Invitation for Bids

IT = Information Technology (part of Central Accounting's function)

PO = Purchase Order

RFP = Request for Proposals

SWAM = Small Business, Female-owned Business, and/or Minority-owned Business (www.dmb.state.va.us)

*Note: Regardless of value, all computers, software, and computer-related equipment shall require a purchase order approved by the Purchasing Department. IT approval shall also be noted on the PO. Computer-related equipment includes monitors, printers, digital cameras, and scanners.