FINANCE

Purchasing and Supply

School Procurement System

This policy supersedes Policy 5017.~~2~~3.

I. PURPOSE

To ensure that material requirements of the educational programs are satisfied on a timely basis and in an efficient and economical manner.

II. SUMMARY OF CHANGES ~~SINCE LAST PUBLICATION~~

~~A. Series title has been updated.~~
~~B. Sections V. and VI. have been rewritten for clarity.~~

- A Philosophy section has been added.
- This policy has been revised to align with current business practices.
- The Types of Supplies section has been removed.

III. PHILOSOPHY ~~ORGANIZATION~~

The Fairfax County School Board recognizes its responsibility to ensure that the procurement system supports the educational mission and operational needs of Fairfax County Public Schools. The timely, efficient, and economical acquisition of goods and services is essential to the effective delivery of educational programs. The School Board is committed to a procurement system that promotes sound business practices, fiscal responsibility, and appropriate standardization where practicable to maximize efficiency and value. In carrying out this responsibility, the School Board values informed decision making and seeks input from appropriate stakeholders to ensure that procurement practices reflect instructional, operational, and organizational needs. ~~The school procurement system shall consist of those organizations and facilities concerned with the purchase, inventory management, storage, and distribution of supplies and equipment, regardless of type.~~

IV. RESPONSIBILITIES

The Division Superintendent shall be responsible for administering the school procurement system and developing policies and procedures for how goods and services are purchased. The Division Superintendent shall obtain input from departments regarding procurement needs and requirements and shall fulfill these needs within the confines of established procurement rules and procedures.

A. ORGANIZATION

The school procurement system shall consist of those organizations and facilities concerned with the purchase~~, inventory management, storage, and distribution~~ of supplies and equipment, regardless of type.

B. GUIDELINES FOR EQUIPPING SCHOOLS

When buying goods and services, the most modern and commercially acceptable procurement practices shall be used. As new schools are constructed and renovations of existing schools take place, standardization of supplies, equipment, and materials for these schools shall be employed where possible to reduce administrative costs, increase efficiencies, and maximize the benefits of scale economies.

~~V. TYPES OF SUPPLIES~~

~~The supplies and equipment involved shall include materials procured as initial issue, replenishment, or replacement, and shall include repair parts and consumables as well as non-consumables.~~

Policy
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FAIRFAX COUNTY PUBLIC SCHOOLS