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SECTION D: Fiscal Management

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DGC	School Activity Funds
DGD	Funds for Instructional Materials and Office Supplies
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## MANAGEMENT OF FUNDS

The superintendent or superintendent's designee is responsible for administering the division budget in accordance with Board policies and applicable state and federal regulations and laws. The superintendent or superintendent's designee uses appropriate fiscal planning and management methods, modeled after the best accepted business practices and directed toward the educational goals of the division.

If the appropriating body appropriates funds to the School Board by total amount (also referred to as lump sums), funds may be transferred by the School Board from one major classification to another. If funds are appropriated to the School Board by major classifications, no funds are expended by the School Board except in accordance with such classifications without the consent of the appropriating body.

The superintendent may be authorized by the School Board to make line item transfers within a major classification.

The School Board manages and controls the funds made available to it for the public schools and incurs costs and expenses.

Adopted: February 18, 1993  
 Revised: August 18, 1994  
 Revised: November 21, 1996  
 Revised: August 22, 2002  
 Revised: April 17, 2008  
 Revised: April 10, 2014  
 Revised: July 12, 2018

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-89, 22.1-94, 22.1-115.

Cross Refs.: DB Annual Budget  
 DG Custody and Disbursement of School Funds  
 DI Financial Accounting and Reporting  
 DJ Small Purchasing  
 DJA Purchasing Authority  
 DJF Purchasing Procedures  
 DK Payment Procedures  
 DL Payroll Procedures

## ANNUAL BUDGET

The annual school budget is the financial outline of the division's education program. It presents a proposed plan of expenditures and the expected means of financing those expenditures. After adoption, it provides the primary means of managing expenditures.

The fiscal year begins on the first day of July and ends on the thirtieth day of the following June.

The superintendent prepares, with the approval of the School Board, and submits to the appropriating body, an estimate of the amount of money needed during the next fiscal year for the support of the public schools of the school division. The estimate sets up the amount of money needed for each major classification prescribed by the Board of Education and such other headings or items as may be necessary.

The superintendent or superintendent's designee prepares a budget calendar identifying all deadlines for the annual budgetary process. The calendar includes at least one work session for reviewing the budget and at least one public hearing on the budget. Notice of the time and place for the public hearing is published at least ten days in advance, in a newspaper having general circulation within the school division.

Upon approval of the school division's budget by the appropriating body, the school division publishes the approved budget in line item form, including the estimated required local match, on its website and the document is also made available in hard copy as needed to citizens for inspection.

Adopted: February 18, 1993  
 Revised: April 7, 1994  
 Revised: August 18, 1994  
 Revised: August 17, 1995  
 Revised: November 21, 1996  
 Revised: April 17, 1997  
 Revised: July 17, 2003  
 Revised: April 17, 2008  
 Revised: August 28, 2008  
 Revised: August 13, 2009  
 Revised: August 11, 2011  
 Revised: August 27, 2015

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 15.2-2500, 15.2-2503, 15.2-2504, 15.2-2506, 22.1-91, 22.1-92, 22.1-93, 22.1-94.

## CUSTODY AND DISBURSEMENT OF SCHOOL FUNDS

All School Board funds except

- money generated by school activities, and classified "school activity fund accounts",
- petty cash funds and
- accounts established for the purchase of instructional materials and office supplies

are deposited with the Amherst County treasurer, who is in charge of the receipts, custody and disbursement of School Board funds and who keeps such funds in an account or accounts separate and distinct from all other funds. Checks must be drawn on the School Board account by the Amherst County treasurer, Amherst, Virginia.

Disbursement of School Board funds is approved as provided in Policy DK Payment Procedures.

Adopted: February 18, 1993

Revised: August 18, 1994

Revised: August 16, 2001

Revised: April 17, 2008

Revised: September 23, 2010

Revised: April 23, 2015

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-116, 22.1-122.1 and 22.1-123.

8 VAC 20-240-10.

Cross Refs: DGC School Activity Funds  
DGD Funds for Instructional Materials and Office Supplies  
DJB Petty Cash Funds  
DK Payment Procedures

## SCHOOL ACTIVITY FUNDS

All funds derived from extracurricular school activities, including, but not limited to, entertainment, athletic contests, facilities fees, club dues, vending machine proceeds that are not deposited in the school nutrition program account, and from any and all activities of the school involving personnel, students or property are considered school activity funds.

Each school keeps an accurate record of all receipts and disbursements of school activity funds so that a clear and concise statement of the condition of each fund may be determined at all times. It is the duty of each principal to see that such records are maintained in accordance with regulations of the Virginia Board of Education and the Amherst County School Board. The principal is bonded, and the school board prescribes, by regulation, rules governing such bonds for employees who are responsible for school activity funds.

School activity funds are audited at least once a year by a duly qualified accountant or accounting firm approved by the School Board. A copy of the audit report is filed in the superintendent's office. Monthly reports of such funds are prepared and filed in the principal's office and annual reports are filed in the office of the principal or division superintendent. The cost of such audits are a proper charge against the school activity funds.

Adopted: April 17, 2008  
 Revised: September 23, 2010  
 Revised: January 8, 2015

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Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-122.1.

8 VAC 20-240-10.

8 VAC 20-240-20.

8 VAC 20-240-40.

Cross Refs.: DG Custody and Disbursement of School Funds  
 DM Cash in School Buildings

## FUNDS FOR INSTRUCTIONAL MATERIALS AND OFFICE SUPPLIES

The School Board may, by resolution and subject to the approval of the appropriating body, establish accounts in each of its departments and schools committed solely for the purchase of instructional materials and office supplies. The School Board may authorize the transfer of a percentage of the funds budgeted for a school or division department, not to exceed thirty-five percent of the allocation, into the account.

The account shall be managed by the principal of the school or head of the division department who shall file a monthly accounting of the funds with the superintendent. No additional funds shall be transferred into any such account unless the monthly accounting has been filed. The funds in the account may be disbursed for payment of obligations by issuing a negotiable check signed by the principal or head of the division department, and a second person designated by the School Board. At the close of the fiscal year, all funds remaining in the accounts shall be returned to the School Board simultaneously with a full accounting of the disbursements. All such accounts shall be subject to an annual audit as prescribed by Va. Code § 15.2-2511 and to relevant provisions of the Virginia Public Procurement Act.

Adopted: April 17, 2008  
Revised: April 10, 2014

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Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-122.1.

Cross Refs.: DG Custody and Disbursement of School Funds  
DJA Purchasing Authority  
DJB Petty Cash Funds  
DJF Purchasing Procedures  
DJG Vendor Relations

DK Payment Procedures

## FINANCIAL ACCOUNTING AND REPORTING

The superintendent or superintendent's designee is responsible for implementing a modern system of accounting for all school funds as established by the Board of Education and the Auditor of Public Accounts.

The Amherst County School Board receives monthly statements of the funds available for school purposes.

At least once each year the School Board submits a report of all its expenditures to the appropriating body. Such report is also made available to the public either on the school division website or in hard copy at the central school division office on a template prescribed by the Board of Education.

Adopted: February 18, 1993  
 Revised: August 18, 1994  
 Revised: November 21, 1996  
 Revised: January 21, 1999  
 Revised: August 22, 2002  
 Revised: April 17, 2008  
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 Revised: November 12, 2015

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-90, 22.1-115.

Cross Refs.:	CBA	Qualifications and Duties of the Superintendent
	DA	Management of Funds
	DB	Annual Budget
	DG	Custody and Disbursement of School Funds
	DGC	School Activity Funds
	DGD	Funds for Instructional Materials and Office Supplies
	DJB	Petty Cash Funds
	EF	Food Service Program

## REPORTING PER PUPIL COSTS

Upon preparing the estimate of the amount of money deemed to be needed during the next fiscal year for the support of the schools, the division superintendent will also prepare and distribute, within a reasonable time as prescribed by the Board of Education, notification of the estimated average per pupil cost for public education in the school division for the coming school year in accordance with the budget estimates provided to the appropriating body. The notification will also include actual per pupil state and local education expenditures for the previous school year. The notice may also include federal funds expended for public education in the school division.

The notice will be made available in a form provided by the Department of Education and shall be published on the school division's website or in hard copy upon request.

Adopted: August 18, 1994  
Revised: November 21, 1996  
Revised: June 17, 2004  
Revised: August 11, 2011  
Revised: September 13, 2012

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Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-92(A).

Cross Ref.: DB Annual Budget



## SMALL PURCHASING

Pursuant to written procedures 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 and nontransportation related construction if the aggregate or the sum of all phases is not expected to exceed \$100,000 and transportation-related construction if the aggregate or sum of all phases is not expected to exceed \$25,000. However, such small purchase procedures shall provide for competition wherever practicable. Such small purchase procedures may allow for single or term contracts for professional services without requiring competitive negotiation, provided the aggregate or the sum of all phases is not expected to exceed \$ 80,000. Where small purchase procedures are adopted for construction, the procedures shall not waive compliance with the Uniform State Building Code.

Adopted: February 18, 1993  
 Revised: August 18, 1994  
 Revised: April 6, 1995  
 Revised: November 21, 1996  
 Revised: August 21, 1997  
 Revised: May 3, 2001  
 Revised: August 21, 2003  
 Revised: June 17, 2004  
 Revised: August 13, 2009  
 Revised: August 11, 2011  
 Revised: September 13, 2012  
 Revised: August 8, 2013  
 Revised: August 27, 2015  
 Revised: September 8, 2016  
 Revised: July 12, 2018

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

Cross Ref.: DJF Purchasing Procedures

## PURCHASING AUTHORITY

The superintendent with the School Board's formal approval may designate a qualified employee to serve as the purchasing agent for the Board. In this capacity, the agent for the Board may purchase or contract for all supplies, materials, equipment, and contractual services required by the school division subject to federal and state laws and regulations and School Board policies. All purchases made by the school division will be in accordance with the Virginia Public Procurement Act.

All personnel in the division who desire to purchase equipment and supplies shall 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.

### Internal Controls

The superintendent, or superintendent's designee, establishes appropriate procedures for internal accounting controls.

### Purchasing and Contracting

Amherst County School Board encourages full and open competition whenever practicable among potential contractors and suppliers by competitive bidding practices; to centralize purchasing and contracting within the school division to realize the economies resulting therefrom; and to seek maximum educational value for every dollar expended.

Adopted: February 18, 1993  
Revised: August 18, 1994  
Revised: November 21, 1996  
Revised: May 2, 2002  
Revised: April 17, 2008  
Revised: April 10, 2014

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-4300 et seq., 22.1-70 and 22.1-78.

Cross Refs.: DGC School Activity Funds  
DGD Funds for Instructional Materials and Office Supplies  
DJ Small Purchasing  
DJB Petty Cash Funds  
DJF Purchasing Procedures

## PETTY CASH FUNDS

The use of petty cash funds is prohibited by the Amherst County School Board.

Adopted: August 18, 1994  
Revised: November, 21, 1996  
Revised: April 17, 2008

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Legal Ref.: Code of Virginia, 1950, as amended, section 22.1-123.

Cross Ref.: DJF Purchasing Procedures

## PURCHASING PROCEDURES

All procurements made by the school division are in accordance with the Virginia Public Procurement Act.

### Certification Regarding Sex Offenses

As a condition of awarding a contract for the provision of services that require the contractor or his employees to have direct contact with students on school property during regular school hours or during school-sponsored activities, the school board requires the contractor to provide certification that all persons who will provide such services have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.

This requirement does not apply to a contractor or his employees providing services to the school division in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed on an urgent basis to ensure that school facilities are safe and habitable, when it is reasonably anticipated that the contractor or his employees will have no direct contact with students.

### Unauthorized Aliens

The School Board provides in every written contract that the contractor does not, and shall not during the performance of the contract for goods and services in Virginia, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

### Discrimination by Contractor Prohibited

The School Board includes the following provisions in every contract of more than \$10,000:

1. During the performance of this contract, the contractor agrees as follows:
  - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
  - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

Adopted: February 18, 1993  
Revised: August 18, 1994  
Revised: May 2, 2002  
Revised: August 21, 2003  
Revised: September 21, 2006  
Revised: August 2, 2007  
Revised: August 28, 2008  
Revised: August 13, 2009  
Revised: August 11, 2011  
Revised: November 12, 2015

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-4300 et seq., 2.2-4311, 2.2-4311.1, 22.1-296.1.

Cross Refs.: GCDA                      Effect of Criminal Conviction  
                  IGBGA                     Online Courses and Virtual School Programs  
                  KN                             Sex Offender Registry Notification

# **AMHERST COUNTY PURCHASING MANUAL**

Revised and Approved by the Amherst County Board of Supervisor on June 20, 2006.

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# **AMHERST COUNTY PURCHASING MANUAL**

## **1.0 STATEMENT OF PURPOSE**

- 1.1 This Purchasing Manual for Amherst County has been prepared for the guidance and direction of all County employees, both directly and indirectly associated with the expenditure of County funds for services and supplies needed to accomplish the work of the various departments.
- 1.2 The goal of Purchasing shall be to acquire the maximum value possible for tax dollars spent.
- 1.3 This Purchasing program is designed to provide both goods and services at a reasonable price, with adequate quality and in a timely manner to accomplish their purpose.
- 1.4 The procedures as outlined in this manual are tried and proven methods in other localities and are in compliance with Code of Virginia, Title 11, Chapter 7, Virginia Public Procurement Act.

## **2.0 AMHERST COUNTY PURCHASING POLICY AND MANUAL**

- 2.1 These purchasing policies and procedures of the County of Amherst were first adopted by the Board of Supervisors on November 15, 1983 and revised April 6, 1999 , November 21, 2000, August 19, 2003, and June 20, 2006. They may be altered or amended as determined to be necessary by the Board.
- 2.2 Based upon this authority, the following policies relative to purchasing have been adopted.
  - A) Purchases for the requirements and operation of all using agencies of the County are to be made through a Centralized Purchasing Department.
  - B) All purchases shall be of a quality to suit the intended purpose, at a reasonable price.

## **3.0 PURCHASING AGENT DUTIES, FUNCTION, RESPONSIBILITIES**

- 3.1 To make purchases or contracts for supplies and services needed by any county agency, including the Amherst County School Board, Service Authority, Social Services, Courts, all Constitutional Officers, and Library Board.
- 3.2 To make sure that the purchasing process is conducted so as to conform to all regulations of local and state governments.
- 3.3 To maintain all records and information as deemed necessary.
- 3.4 To explore the possibilities of bulk purchasing to achieve full advantage of all available discounts by combining, where possible, the needs of various departments.
- 3.5 Enter into cooperative purchasing with other jurisdictions when it is in the best interest of the county.
- 3.6 Keep informed of current trends in the field of purchasing and marketing conditions.
- 3.7 Encourage open bidding and endeavor to obtain as full and open competition as possible on all purchases and sales.

## **4.0 RELATIONSHIP OF PURCHASING DEPT. TO OTHER DEPTS**

- 4.1 The Purchasing Department is a service agency for all other departments. For this relationship to be successful there must be frequent contact between the purchasing



and using departments with the ultimate goal being that each department receives those goods and services needed to render efficient service to the citizens of the County.

- 4.2 The duties of the Purchasing Department are to keep each department supplied with suitable goods and services at the lowest reasonable cost.
- 4.3 The duty of each department is to inform purchasing of what is needed in sufficient detail to allow for fair and competitive open market bidding for the goods and services required, and far enough in advance to allow for the orderly implementation of that process. It is the duty of each department to determine its' own needs, not that of Purchasing.

## **5.0 RELATIONS WITH VENDOR'S REPRESENTATIVES**

- 5.1 Purchasing Department's Relationship:  
It is the responsibility of the Purchasing Department to establish a relationship of mutual confidence and satisfaction between the County and its' suppliers. It is, therefore, necessary that the Purchasing Department be aware of all transactions that are conducted between the County and suppliers. The departments should not be burdened with visits from suppliers or with the routine of purchasing. Observing the following procedures will save the County's time and that of the suppliers.
- 5.2 Departments' and Employees' Relationship:
  - A) All vendors' representatives will be received initially by the Purchasing Department; when necessary for them to talk with Department Heads, the interview will be arranged by the Purchasing Department. If a vendor should contact the department directly, he shall be immediately referred to the Purchasing Department.
  - B) The Purchasing Department will inform or pass along to Department Heads useful information received from interviews, catalogs, advertising, etc.
  - C) When necessary for individual departments to correspond with vendors, copies of that correspondence should be sent to the Purchasing Department.
  - D) In the event that the requisitioning agency or the purchasing office feels that it would be advisable in determining the quality and type of any purchase, an interview will be arranged by the Purchasing Agent between the vendors and the requisitioning agency for a discussion of the merits and quality of the requisitioned items.

## **6.0 REQUISITION**

- 6.1 Purpose (Sample at end of document)  
The requisition serves to inform the Purchasing Department of the needs of a using department, to correctly define the goods or services needed, and state the source of funding to be utilized.
- 6.2 When to prepare a requisition:  
Requisitions should be prepared far enough in advance to allow the Purchasing Department time to secure competitive prices and allow for delivery.
- 6.3 How to prepare a requisition:  
A properly processed requisition must contain the following information:
  - 1) Department - Fill in the name of using department.
  - 2) Requisition number - this number is for departmental reference purposes.  
(Each department has a specific numeric code assigned by Purchasing)

- 3) Requisition status - State whether the requisition is emergency or nonemergency. (See Section 10.0 Emergency Purchases.)
- 4) Delivery location - State the complete address to which products are to be shipped.
- 5) Date - Place the current date that the requisition was prepared.
- 6) Department code - Place the departments' budget account number.
- 7) Delivery time - State the date that the goods or services are expected to be needed.
- 8) Quantity - Insert the number required, follow with an abbreviation for those materials that need clarification, such as dozen, lineal feet, board feet, etc.
- 9) Description - Give a clear presentation of the item desired as to size, color, type, grade, etc. If necessary, such information may be transmitted to the Purchasing Department on a separate sheet which shall be attached to the requisition. If the purchase of the commodity requires formal and detailed specifications, the Purchasing Agent should receive from the officials of the using agency such technical assistance as may be required in preparing the specifications.  
If the Department Head knows the last unit price, it should be inserted in this section. If not known, the unit price may be estimated.  
Departments will state in descriptive form the purpose for which the material or service is to be used. In the case of requisitioning material or service for a specific piece of equipment, the identity of the equipment should be described i.e. "International Tractor 2002 Model ".
- 10) Account number - State the specific budget line number to which the goods and/or services are to be charged.
- 11) Remarks - If possible, refer the Purchasing Agent to a particular vendor, or vendors, whose product was purchased in the past and was satisfactory. Any suggested vendor, or vendors will be given full consideration by the Purchasing Department. Any special "Ship To" information should be furnished in this section. (A supplemental sheet may be attached.)
- 12) Department approval - The Department Head by signing the requisition certifies that the articles or services are necessary and that funds for these items have been provided in the current budget, or that a specific appropriation request has been made and granted for these additional articles or services.
- 13) Routing of requisition - Prepare the requisition and forward one copy to the Purchasing Department. A copy should be retained in the files of the using agency. The Purchasing Department will prepare a Purchase Order for the items requisitioned and make distribution of copies of the Purchase Order as required.

## **7.0 FORMAL COMPETITIVE PROCUREMENT**

- 7.1 All goods and services that are to be procured under the County's direction and control are to follow the County's competitive procurement policies and guidelines.
- 7.2 All goods and service procurements, other than professional services, to be made with an anticipated cumulative total cost of \$50,000 or more shall follow either of the following two formal methods of contractor selection. Professional service procurements with an anticipated cumulative total cost of \$30,000 or more shall

follow the following formal method of contractor selection.

7.3 Competitive Sealed Bidding: Competitive sealed bidding is the preferred method of contractor selection and shall be accomplished by:

1. Issuance of a written Invitation to Bid containing or incorporating by reference the specifications and contractual terms and conditions applicable to the procurement. Unless the County has provided for the pre-qualification of bidders, the Invitation to Bid shall include a statement of any requisite qualifications of potential contractors. When it is impractical to prepare initially a purchase description to support an award based on prices, an Invitation to Bid may be issued requesting the submission of unpriced offers to be followed by an Invitation to Bid limited to those bidders whose offers have been qualified under the criteria set forth in the first solicitation.
2. Public Notice of the Invitation to Bid at least ten days prior to the date set for receipt of bids by posting in a designated public area, or publication in a newspaper of general circulation or both. In addition bids may be solicited directly from potential contractors.
3. Public opening and announcement of all bids received.
4. Evaluation of bids based upon the requirements set forth in the invitation which may include special qualifications of potential contractors, life cycle costing, value analysis, and any other criteria such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose, which are helpful in determining acceptability.
5. Award to the lowest responsive and responsible bidder.
6. Competitive sealed bidding shall not be required for procurement of professional services.

7.4 Competitive Negotiation: Upon a determination made in advance by the public body and set forth in writing that competitive sealed bidding is either not practicable or not fiscally advantageous to the public; goods, services, or insurance may be procured by competitive negotiation. The writing shall document the basis for this determination.

Competitive Negotiation is a method of contractor selection that shall include the following elements:

1. Issuance of a written request for proposal indicating in general terms that which is sought to be procured specifying the factors which will be used in evaluating the proposal and containing or incorporating by reference the other applicable contractual terms and conditions including any unique capabilities or qualifications which will be required of the contractor.
2. Public notice of the request for proposal at least 10 days prior to the date set for receipt of proposals by posting in a public area normally used for posting of public notices or by publication in a newspaper of general circulation in the area in which the contract is to be performed, or both. In addition proposals may be solicited directly from potential contractors.
3. A) Procurement of professional services - The County shall engage in individual discussions with two or more offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with the emphasis on professional competence, to provide the required services. Repetitive informal interviews shall be permissible. Such offerors shall be encouraged to elaborate on their

qualifications and performance data or staff expertise pertinent to the proposed project, as well as alternative concepts. These discussions may encompass non-binding estimates or total project cost, including where appropriate, design, construction, and life cycle cost. Methods to be utilized in arriving at price for services may also be discussed.

Proprietary information from competing offerors shall not be disclosed to the public or to competitors. At the conclusion of discussion as outlined in this paragraph above, on the basis of evaluation factors published in the Request for Proposal, and all information developed in the selection process to this point, the County shall select in the order of preference two or more offerors whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted, beginning with the offeror ranked first. If a contract satisfactory and advantageous to the County can be negotiated at a price considered fair and reasonable, the award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price. Should the County determine in writing and in its' sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified and suitable, than the others under consideration, a contract may be negotiated and awarded to that offeror.

3. B) Procurement of other than professional services:  
Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the request for proposal, including price if so stated in the request for proposal. Negotiations shall then be conducted with each of the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the County shall select the offeror which in its' opinion has made the best proposal and shall award the contract to the offeror. Should the County determine in writing and in its' sole discretion that only one offeror is fully qualified than the others under consideration, a contract may be negotiated and awarded to that offeror.

## **8.0 SMALL PURCHASE POLICY**

8.1 The County Purchasing Agent may delegate authority to individual department heads to make specific small purchases in accordance with the County's policies as outlined in this manual. A requisition, however, for the purchase of all goods and services that will be charged into a County department budget line must be prepared and forwarded to the Purchasing Department.

- A) Purchases of \$300 or Less:  
Individual purchases of goods and/or services of \$300 or less may be made without documented competitive pricing, however, due diligence shall be given to the

County's Purchasing goal of acquiring the maximum value for tax dollars spent. A requisition shall be forwarded to the Purchasing Department and a determination made as to whether the goods or services needed are available through a County contract or warehouse before a procurement is made.

- B) Purchases between \$300 and \$2,500:  
All purchases of goods and services between \$300 and \$2500 may be made after obtaining a minimum of three telephone quotes that have been recorded with dates, vendor name, contact name, and telephone number. (Telephone quote forms will be provided by Purchasing, see sample at end of document ).  
If telephone quotes are received by the using department, a copy should be forwarded to the Purchasing Office with the purchase requisition. A purchase order must be issued before the procurement is made.
- C) Purchases between \$2,500 and \$50,000:  
All purchases of goods and services between \$2,500 and \$50,000 may be made after obtaining a minimum of four written or faxed quotes, that contain the date, vendor name, contact name, telephone number, address, a description of the goods or service to be provided and cost for the same.  
If the using department receives telephone quotes, a copy of all those quotes received should be forwarded to Purchasing with the purchase requisition. A purchase order must be issued before a procurement is made.
- D) Purchases of Goods and Services that exceed \$50,000:  
All purchases of goods and services that exceed \$50,000 shall be processed in accordance with Chapter 43, Title 2.2 – 4300 ET SEQ., Virginia Public Procurement Act as amended and the Amherst County Code (except where the Virginia Code requires that its' provisions be complied with, the Amherst County Code shall govern purchasing procedures pursuant to this manual), and handled by the County Purchasing Agent. (See Section 7.0 of this manual)
- E) Purchases of Professional Services:  
All purchases of professional services that are anticipated to result in a total contract cost of less than \$30,000 may be made after due consideration to offeror qualifications and expertise, and the County's purchasing goal of acquiring the maximum value for tax dollars spent.
- F) There is nothing stated in this purchasing manual which prohibits the use of formal competitive practices for procurement of goods and service contracts less than the respective \$30,000 or \$50,000 thresholds. The decision to use formal practices should be made by the County Purchasing Agent and based on such criteria as market competitiveness, time frame, and complexity of specifications to be used.

## **9.0 SOLE SOURCE PURCHASES**

- 9.1 For purchases of \$50,000 or more for goods and services, and \$30,000 or more for professional services, and upon a determination in writing that there is only one source practicably available for that which is to be procured, a contract may be negotiated and awarded to that source without competitive sealed bidding or competitive negotiation. The writing shall document the basis for this determination. The public body shall issue a written notice stating that only one source was determined to be practicably available, and identifying that which is being procured, the contractor selected, and the date on which the contract was or will be awarded. This notice shall be posted in a designated public area or published in a newspaper of

general circulation on the day the public body awards or announces its' decision to award the contract, whichever occurs first.

- 9.2 The key concept in deciding whether or not a procurement transaction should be identified as a sole source is consideration as to whether or not the good or services desired is practicably available.
- 9.3 For small purchases of less than \$50,000 for goods and services and \$30,000 for professional services a written determination shall be made which justified the decision for declaring a sole source transaction. Departments are encouraged to consult with the County Purchasing Agent before making such determination.
- 9.4 Similarly, when making small purchases of less than \$50,000 which require either a minimum of four written quotes or three telephone quotes and only two or three quotes may be reasonably or practicably obtained, a written determination shall be made and filed with the quotes received indicating the same.

## **10.0 EMERGENCY PURCHASES**

- 10.1 While the need for occasional emergency purchases is recognized, the practice shall be curtailed, as much as is possible, by anticipating needs in time for use of regular purchasing procedure. Poor planning alone is not the basis for declaring an emergency situation.
- 10.2 The department head, when it is deemed that the normal operation of the department, would be hampered in such a manner as to affect life, health, or to cause damage to community property or programs may make purchases up to \$2,500 prior to the submission of a requisition or issuance of purchase order. A requisition must be prepared and issued to the Purchasing Department as soon as possible after the procurement is made, with documentation as to the competitive methods reasonably employed and the nature of the emergency.
- 10.3 When it is determined by a department head that an emergency purchase of more than \$2,500 but less than \$30,000 must be made, they may do so after submission of a requisition with accompanying documentation to justify the reason for such purchase, and issuance of a purchase order.
- 10.4 Emergency Purchases Over \$30,000:  
The County Purchasing Agent or their duly authorized representative shall make emergency purchases of over \$30,000.
  - A) When emergency purchases are made, the procurement shall be made at the lowest practicable cost. In many cases the procurement will be made with the vendor from whom the materials were previously purchased. It is recognized that in the event of extreme emergency, it may not be practical or in the best interest of public safety to adhere to competitive purchasing policy. In such a case, it will be necessary to document that situation and have those records kept by the Purchasing Department.
  - B) In case of emergency, a contract may be awarded without competitive sealed bidding or competitive negotiation; however, such procurement shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file. The public body shall issue a written notice stating that the contract is being awarded on an emergency basis, and identifying that which is being procured, the contractor selected, and the date on which the contract was or will be

awarded. This notice shall be posted in a designated public area or published in a newspaper of general circulation on the day the public body awards or announces its' decision to award the contract, whichever occurs first, or as soon thereafter as is practicable.

## **11.0 PURCHASE ORDERS**

- 11.1 The Purchasing Department issues purchase Orders. Purchase Orders are authorization documents to a vendor to deliver and invoice goods or services. They serve to prevent misunderstanding between the vendor and the County while satisfying internal budgeting and record keeping requirements.
- 11.2 Amherst County purchase order forms have four copies; white, yellow, green, and pink. The white copy is sent to the vendor, the yellow copy to the department for which the goods or services were ordered. Upon receipt of the invoice by the Purchasing Department the invoice number and date are recorded on the green copy and forwarded with the invoice to the using department for invoice approval by the department head which indicates that the goods have been delivered and are acceptable. The invoice and the green copy of purchase order that is attached will then be forwarded to Central Accounting for payment. The pink copy remains in the Purchasing Department for its' records.
- 11.3 In the event of partial shipments, additional photo copies of the purchase order will be made by the Purchasing Office to repeat the same process as invoices are received.
- 11.4 A sample Purchase Order is attached.

## **12.0 INSPECTION, TESTING AND RECEIVING**

- 12.1 Inspection authorization: The using agencies will check materials against a purchase order for conformance as to quantity, quality, and specifications and will so indicate on the receiving (yellow) copy of the purchase order.
- 12.2 Procedure in departments: The receiving agency will, upon receipt of materials, inspect and verify quantity and quality to conform with Purchase Order. Any variation in quantity or condition shall be noted on the receiving copy of the Purchase Order. If the quantity received does not agree with the vendor's packing slip, the Purchasing Department shall be notified at once of the discrepancy. If the materials delivered are not in conformity with the specifications and are not acceptable to the receiving agency, they shall notify the Purchasing Department at once of the reasons for withholding acceptance. The Purchasing Department will take immediate action to compel replacement by the vendor or otherwise take action to supply the department with the needed materials. In cases when shipments appear to have been damaged in transit, the person accepting receipt of the goods shall take immediate action. Advise the Purchasing Agent, so that office can take timely action to institute claim against the carrier or refuse shipment. Each department shall instruct persons designated to receive goods of the requirements of this section.

## **13.0 INVOICES**

- 13.1 An invoice is an itemized statement of merchandise shipped or sent and is a means of guiding the County in the settlement of financial obligations incurred. The processing of invoices may favorably or unfavorably effect the relationship between the County and its' vendors. An invoice is also the vendor's statement of his claim

for payment to the County for materials or services rendered. These invoices are based upon the Purchase Order and should contain the same basic information.

13.2 Invoices should contain:

- A) Purchase Order Number
- B) Itemized listing of materials or services rendered.
- C) Prices, terms, quantities, and any other charges contained in the Purchase Order.
- D) Delivery charges or additional expenses must be listed separately from materials and supplies.
- E) Local governments are tax exempt. Therefore, invoices should not reflect State or Federal Tax.

13.3 Invoice Handling Procedure

- A) Invoices for all departments except the School Board, Social Services, and Service Authority should first be received by Purchasing. Invoices for those excepted departments will go directly to the fiscal designee for the particular department.
- B) All other departmental invoices, which are processed by Purchasing will be coded with the department and budget line item code that was specified on the requisition and then forwarded to the appropriate department for approval. Those invoices along with the green copy of the Purchase Order should then be returned to Central Accounting for payment.

#### **14.0 SURPLUS AND OBSOLETE EQUIPMENT AND MATERIAL**

- 14.1 Each department should report its' surplus and obsolete material to the Purchasing Department.
- 14.2 County wide lists of surplus and obsolete property will be consolidated periodically and circulated to all departments. Any department wishing to obtain any of the listed property for its' use must contact the Purchasing Department. Property will be redistributed on a first come first served basis.
- 14.3 Property that is not re-distributed will be consolidated periodically and sold to the public by either the process of sealed bidding or public auction.
- 14.4 Any proceeds from the sale of surplus and obsolete material will be deposited in the County's general fund. Proceeds from items sold that are replacements in the current budget will be credited to the respective department as an expenditure refund.
- 14.5 It is the policy of Amherst County not to sell County surplus or obsolete items to any County official, employee, or members of their immediate families unless sales are by public auction.
- 14.6 Public Auctions for the sale of surplus or obsolete county property shall be advertised in a newspaper of local circulation at least two weeks in advance of the date set for the public auction.

#### **15.0 PETTY CASH PURCHASES**

- 15.1 Petty cash accounts have been set up in several departments. The purpose of the petty cash account is to reduce overhead cost and time frame of processing small purchases. The accounts are intended to be used for those small purchases and for those items that cannot be secured from the county warehouse, due to it not being stocked or in cases when the warehouse may be closed and cash is required by other available sources. If the item needed is one that recurring purchases will be made,



the department head should notify the purchasing department. The purchasing department may then decide to stock that item in the warehouse.

- 15.2 Competitive practices of purchasing should be used and so noted and documented on the petty cash ticket.
- 15.3 The County does not normally pay any tax on purchases.
- 15.4 Approval for petty cash accounts and the amount of cash to be maintained shall be made by the governing body for the respective department.

## **16.0 COUNTY WAREHOUSE**

- 16.1 The County Warehouse has been set up to provide departments immediate access to needed supplies. It also enables the County to purchase items in quantity, thereby securing cost savings.
- 16.2 A list of items available in the warehouse will be provided to each department and periodically updated.
- 16.3 To secure items from the warehouse, a requisition should be completed in the normal manner. The using department may pick the items up or request the County's Maintenance Dept to deliver them.
- 16.4 Invoices for warehouse supplied items are developed by the Purchasing Dept. coded, and forwarded directly to Central Accounting. The signed requisition is considered approval for payment of these invoices. The using department will received a copy of the invoice for their records.
- 16.5 Vehicle Fueling:
  - A) Employees who operate County vehicles as part of their work may obtain gas cards from the Purchasing Department. This will allow them to fuel the County vehicles that they operate at either the Amherst Sheriff's Department or the Wright Shop Road Sheriff's Sub-station.
  - B) To obtain a gas card, the department head or their designee must provide authorization for the specific employee to do so to the Purchasing Department.
  - C) The individual employee must also sign for the card and provide other specific information to the Purchasing Office. Vehicle fuel shall only be obtained for use in County vehicles.
  - D) Problems with operation of the gas distribution system should be reported to the Purchasing Dept.

## **17.0 FOLLOW-UP AND EXPEDITING**

- 17.1 The process of procurement is not accomplished by simply issuing an order. Satisfactory delivery must also be made. To insure that delivery will be received when required, some form of follow-up is frequently necessary.
- 17.2 Purchasing Departments Responsibility:
  - A) Follow-up or expediting, is essentially a part of the purchasing process and can be most effectively handled as such. The necessary delivery records and similar information are immediately available to the Purchasing Department.
  - B) The basis for successful follow-up lies, first of all, in the proper stipulations of purchase. The necessary procurement cycle, time required for manufacture and delivery after an order has been placed, are all-important preliminary considerations on the part of the buyer.
  - C) The Purchase Order should state when delivery is wanted. Date and method

of follow-up will depend on the nature of the order and the promised delivery date. Sources of supply whose history clearly show a record of broken delivery promises should be eliminated from consideration.

17.3 Department's Responsibility:

- A) If the using department will plan their work carefully, many needless rush orders for materials will be eliminated and there will be no need for any particular follow-up other than routine. Constant requests to suppliers for rush service destroy effectiveness of such requests and add to both the buyer's and seller's costs. The using department should inform the Purchasing Department of delinquent deliveries.

**18.0 BUYING THE RIGHT QUALITY**

18.1 Definition: Quality means suitability. It doesn't necessarily have to be the best or the highest quality, but the appropriate quality for the purpose intended.

18.2 Steps To Procure the Appropriate Quality:

- A) Determine the exact quality needed by analysis, physical test, measurements, and performance when necessary.
- B) Remember that quality is not measured by price.
- C) Remember that anything purchased below the appropriate quality is not sufficient to meet the needs of the receiving department; and that anything exceeding the appropriate quality may incur additional costs, and such additional costs outweigh value for the purpose intended.
- D) To secure proper quality, specifications must be written so that the supplier understands exactly what is wanted and that proper means of inspections, measurements, or tests are applied.
- E) Under certain conditions, the desired quality may be secured by brand name, or equal.
- F) The quality may be secured, under certain conditions, by matching samples.
- G) Purchasing proper quality may be accomplished by use of market grades and commercial standards.

18.3 With the cooperation and coordination of the using agency, it is the responsibility of the Purchasing Department to use and develop specifications that will procure the right quality material.

**19.0 BUYING THE RIGHT QUANTITY**

19.1 Scheduled requirements or a continuing operation determines the quantity of material purchased. It is also effected by change in requirements, change in markets, storage facilities available, cost of storage, handling, loss, and depreciation.

19.2 Factors in Determine Quantity:

- A) The time required for delivery from the time the order is issued until the goods are received.
- B) Minimum economical manufacturing quantity. This will vary with different products. Transportation charges must be taken into account when considering quantity. Whenever possible, invoicing will be requested on an F.O.B. destination basis.
- C) Storage facilities available and the cost of carrying the inventory will tend to set a maximum on quantity purchase.

- D) Condition and trend of the market - during a market rise, the buying of larger quantities is indicated. During a falling market, smaller unit purchases are indicated.

19.3 Departments Part In Quantity Buying:

The using department shall supply the Purchasing Department with an estimate of the quantity required for the specific job or period.

## 20.0 BUYING AT THE RIGHT PRICE

20.1 Low ultimate cost is the objective and responsibility of the Purchasing Department.

20.2 Factors Effecting The Ultimate Cost:

- A) A low price paid to a distant supplier might be outweighed by transportation and packing charges.
- B) A low price paid for a large quantity may be outweighed by storage and handling costs.
- C) A low invoice price by reason of securing inferior materials may result in high ultimate cost due to inferior workability or difficulties in application.
- D) Attention to price comes after quality has been fully considered and decided upon.

20.3 In Determining Price, It Is The Responsibility Of The Purchasing Department to Analyze The Following Factors:

- A) Price should bear a reasonable relation to cost.
- B) Market conditions created by supply and demand.

20.4 Factors Effecting Net Cost:

- A) Price quoted.
- B) F.O.B. Destination (to be requested to the maximum extent).
- C) Discounts.
- D) Service offered by supplier.
- E) Delivery date.

20.5 The Purchasing Department which buys on price alone, is not performing the services for an over-all economical purchasing program.

## 21.0 PURCHASING DEPARTMENT RECORDS

21.1 The Purchasing Office shall maintain the following files:

- A) Individual files for each formal competitive bid or negotiation process.
- B) Departmental Requisitions.
- C) Warehouse - inventory and costs.
- D) Purchase Orders.
- E) Bidder's List
- F) Individual files for insurance claims.
- G) State contracts.

## 22.0 ETHICS

It is the intent of the County that all procurement procedures be conducted in a fair and impartial manner with avoidance of any impropriety or appearance of impropriety and it is to this end that the following sections of the Code of Virginia (otherwise known as the Virginia Public Procurement Act) adopted 1-1-83 are hereby adopted as the County's Code of Ethics, Article IV, Section 11-72 through 11-80.



**AMHERST COUNTY PURCHASING DEPARTMENT  
TELEPHONE BID REQUEST**

**DEPARTMENT** \_\_\_\_\_

**DATE** \_\_\_\_\_

**BIDDER #1:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

<b>QUANTITY</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>

\*\*\*\*\*

**BIDDER #2:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

<b>QUANTITY</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>

\*\*\*\*\*

**BIDDER # 3:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

<b>QUANTITY</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>

AMHERST [county seal & phone  
 COUNTY number here]

**PURCHASE ORDER  
 NO.**

TO: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Purchase order number must appear on all correspondence, invoices and packages. Unless otherwise indicated, mail invoice in duplicate on day of shipment to Amherst County Board of Supervisors, P.O. Box 390, Amherst, VA 24521. Invoice totals must be free of all Federal, State, Local or Transportation taxes.**

FAXED DATE & TIME \_\_\_\_\_

SHIPPING DATE \_\_\_\_\_

Amherst County Federal I.D. #

SHIP TO: \_\_\_\_\_

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
AUTHORIZED BY: _____		SUBTOTAL	
ORDER DATE: _____		SHIPPING	
		TOTAL	

INVOICE NO.	INVOICE DATE	ITEM	QUAN. REC.	DATE REC.	BALANCE DUE

## VENDOR RELATIONS

### Access to School Premises

No vendor agent, or sales representative enters the schools to advertise or sell goods or services to employees or students except as provided herein. Anyone found soliciting goods or services to students or employees in the schools or on school property during school hours without authorization is subject to legal action.

Vendors are not permitted to make appointments with individual School Board employees without the permission of the principal, the superintendent or the superintendent's designee. No vendor is permitted to sell, arrange demonstrations of products or services or take orders for goods or services without prior authorization from the principal, or superintendent or the superintendent's designee.

This does not prevent authorized representatives of firms regularly supplying goods and services to the school division from having access to the schools in the course of their routine business duties.

### Prohibition on Solicitation or Acceptance of Gifts

No employee with responsibility for a procurement transaction may request, accept, or agree to accept from a bidder, offeror, contractor or subcontractor anything of more than minimal value unless consideration of substantially equal or greater value is exchanged.

### Disclosure of Subsequent Employment

No employee or former employee with official responsibility for procurement transactions may accept employment with any bidder, offeror or contractor with whom the employee or former employee dealt in an official capacity concerning procurement transactions for a period of one year from the end of employment by the school division unless the employee or former employee provides written notification to the division prior to commencement of employment by that bidder, offeror or contractor.

Adopted: February 18, 1993  
 Revised: August 18, 1994  
 Revised: November 21, 1996  
 Revised: May 4, 2006  
 Revised: September 13, 2012  
 Revised: September 14, 2017

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-4370, 2.2-4371, 22.1-78, 22.1-293.

Cross Ref.: GAH School Employee Conflict of Interests

## PAYMENT PROCEDURES

### School Board

The School Board examines all claims against it, except those to be paid from petty cash funds or funds for the purchase of instructional materials and office supplies, and when approved, orders or authorizes payment thereof. A record of such approval and order or authorization is made in the minutes of the School Board. Payment of each claim shall be ordered or authorized by a warrant drawn on the treasurer or other officer charged by law with the responsibility for the receipt, custody and disbursement of the funds of the School Board. The face of the warrant shall state the purpose or service for which such payment is drawn and the date of the order entered or authority granted by the School Board.

The warrant shall be signed by the chairman or vice-chairman, and countersigned by the clerk or deputy clerk, made payable to the person or persons, firm or corporation entitled to receive such payment and recorded in the form and manner prescribed by the Board of Education.

### Fiscal Agent

The School Board may, by resolution, appoint an agent and deputy agent to examine and approve claims against it. A record of such approval and order or authorization shall be made and kept with the records of the School Board. Payment of each such claim so examined and approved by such agent or his deputy shall be ordered or authorized by a warrant drawn on the treasurer or other officer charged by law with the responsibility for the receipt, custody, and disbursement of the funds made available to the School Board. The warrant shall be signed by such agent or his deputy and countersigned by the clerk or deputy clerk of the School Board.

However, (1) when the agent is the superintendent, who also occupies the position of School Board clerk, a countersignature from the chairman or vice-chairman is required and (2) when the deputy agent and the deputy clerk is one and the same person, the warrant must be countersigned by either the clerk or the agent of the School Board.

Each warrant shall be payable to the person or persons, firm or corporation entitled to receive payment. The face of the warrant shall state the purpose or service for which such payment is made and also that such warrant is drawn pursuant to authority delegated to such agent or his deputy by the School Board on the specified date.

Any such agent or deputy agent must furnish a corporate surety bond. The School Board shall set the amount of such bond or bonds and the premium therefore shall be paid out of funds made available to the School Board.

### Special Warrants

The Amherst County School Board may provide, by resolution, for the drawing of special warrants in payment of compensation, when such compensation has been earned and is due, for



- all employees under written contract,
- all other employees whose rates of pay have been established by the School Board or its properly delegated agent, upon receipt of certified time sheets or other evidence of service performed, and
- payment on contracts for school construction projects according to the terms of such contracts.

All such special warrants shall be signed by the clerk or deputy clerk of the School Board and countersigned by the superintendent or the chairman or vice-chairman of the School Board. When the superintendent and clerk is one and the same person, such special warrants shall be countersigned by such chairman or vice-chairman. Such payrolls and contracts so paid shall be reviewed and approved by the School Board at its next regular meeting.

Adopted: February 18, 1993  
Revised: November 21, 1996  
Revised: August 16, 2001  
Revised: April 17, 2008  
Revised: April 10, 2014

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-122, 22.1-122.1, 22.1-123.

Cross Refs.: DG Custody and Disbursement of School Funds  
DJB Petty Cash Funds  
DGD Funds for Instructional Materials and Office Supplies

## PAYROLL PROCEDURES

All salaries and supplements paid to all employees will be paid in accordance with the schedule approved by the School Board. If the school board receives a waiver from the Board of Education permitting it to require students to attend prior to August 15, the school board shall establish a payment schedule to ensure that all contract personnel are compensated for time worked within the first month of employment. The school division will maintain records that accurately reflect the compensation and related benefits of each employee.

Adopted: February 18, 1993  
Revised: August 18, 1994  
Revised: November 21, 1996  
Revised: August 24, 2000  
Revised: April 17, 2008

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-296.

Cross Refs.: DK Payment Procedures  
DLB Salary Deductions

## PAYROLL PROCEDURES/PAYDAY SCHEDULES

Employees, with the exception of custodians who will be paid twice monthly, will be paid in 12 monthly installments. Required timesheets for appropriate personnel will be delivered to the payroll office in accordance with the payroll schedule issued by the payroll department. Checks will be issued on the last working day of each calendar month, September through May. During June, July and August, checks will be issued the last day of the month on which the Administrative Office is open. The Amherst County School Board has the discretion to process payroll earlier if it so chooses.

Contracted personnel have the option to enroll in direct deposit or receive a Pay Card by completing the appropriate application and submitting it to the Payroll/Benefits Clerk. If paperwork is not received from the employee selecting an option, the Pay Card option will automatically be selected. Check stubs will be mailed based on the payroll schedule.

The payroll office should be notified in writing of any changes in name, marital status, address and/or termination of employment. In cases of change in name and/or marital status, new tax forms must be submitted.

Adopted: August 24, 2000

Revised: June 18, 2014

## SALARY DEDUCTIONS

Federal and State taxes will be automatically deducted from each employee's paycheck based on the most recent withholding statement provided by the employee. In the absence of a withholding statement, deductions will be made based on federal and/or State tax regulations.

The following voluntary deductions may be made at the request of all eligible employees:

### **NATIONAL EDUCATION ASSOCIATION**

(Unified dues NEA, VEA, and AEA)

### **FLEXIBLE SPENDING SECTION 125**

American Fidelity  
Dependent Care  
Medical Reimbursement

### **CANCER, DISABILITY AND LIFE INSURANCE COMPANIES**

VA Retirement System Optional Group Life  
American Family  
American Fidelity  
National Teachers Association

### **CREDIT UNION**

### **PRE-PAID LEGAL SERVICES**

### **HEALTH INSURANCE (ANTHEM BLUE CROSS BLUE SHIELD)**

### **DENTAL INSURANCE (ANTHEM DENTAL)**

### **TSA COMPANIES**

American Fidelity  
National Life Group  
Horace Mann  
American Express  
Metropolitan  
Valic  
Virginia Retirement Specialists

### **U.S. SAVINGS BONDS**

### **UNITED WAY**

Adopted: February 18, 1993  
Revised: April 7, 1994  
Revised: August 18, 1994  
Revised: November 21, 1996  
Revised: June 1, 2000  
Revised: July 13, 2000  
Revised: July 25, 2013  
Revised: August 27, 2015

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Legal Refs.: Code of Virginia, 1950, as amended, sections 22.1-78, 22.1-296.

## EXPENSE REIMBURSEMENTS

The School Board encourages attendance and participation of school personnel in professional development activities in order to improve work skills and to maintain high morale.

Requests for reimbursement from School Board funds will be honored only for activities approved in advance by the superintendent or superintendent's designee and for which a statement of travel, with supporting documents, is submitted at the conclusion of the trip.

Adopted: February 18, 1993  
Revised: April 7, 1994  
Revised: November 21, 1996  
Revised: April 17, 2008  
Revised: August 8, 2013

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-253.13:5, 22.1-296.

Cross Ref.: GCL Professional Staff Development

## CASH IN SCHOOL BUILDINGS

Teachers and other school personnel who come into possession of cash in connection with school activities will not leave the money unattended. As soon as is possible, and no later than the end of the school day, personnel in possession of cash shall turn it over to the principal's office for safe-keeping and proper accounting.

Adopted: February 18, 1993  
Revised: April 7, 1994  
Revised: November 21, 1996  
Revised: August 22, 2002  
Revised: April 17, 2008  
Revised: September 23, 2010

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-68, 22.1-70, 22.1-78.

Cross Ref.: DGC School Activity Funds

## DISPOSAL OF SURPLUS ITEMS

The school division shall apply trade-in allowances on equipment to be replaced against the purchase cost of the new equipment whenever possible.

The school division may dispose of equipment having no trade-in value by informal bid, auction or pre-priced sale as appropriate to the public. If items are valued in excess of \$500.00, formal authorization for negotiated sale or for putting the items to bid shall be obtained from the School Board.

The bidder or purchaser shall certify whether he/she is an officer or employee of the division or a member of the immediate family of an officer or employee. Officers and employees of the school division, and members of their immediate families, may purchase surplus property from the school division only if the property is being sold at uniform prices available to the public or if the goods are sold for less than \$500.00.

If reasonable attempts through the bidding or direct sales process to dispose of the items are unsuccessful, then the superintendent is authorized to arrange for their disposal.

Obsolete educational technology hardware and software that is being replaced pursuant to Va. Code § 22.1-199.1(B)(4) may be donated to other school divisions, to students, as provided in Board of Education guidelines, and to preschool programs in the Commonwealth.

Adopted: February 18, 1993  
Revised: April 7, 1994  
Revised: August 18, 1994  
Revised: April 6, 1995  
Revised: June 4, 1998  
Revised: August 24, 2000  
Revised: May 2, 2002  
Revised: July 17, 2003  
Revised: April 21, 2005  
Revised: August 18, 2005  
Revised: September 21, 2006

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-3108.B.2, 2.2-3109.C.3, 2.2-3110.A.7, 22.1-68, 22.1-78, 22.1-79 (3), 22.1-129, 22.1-199.1(B)(4).

Guidelines for the Donation to Public School Students of Replaced Educational Hardware and Software by Local School Boards (Attachment A to Virginia Department of Education Superintendent's Memo No. 197 (Oct. 20, 2000)).



## DISPOSAL OF SURPLUS ITEMS

- I. Consideration for Donation
  - A. Student eligibility will receive primary consideration.
  
- II. Criteria for Student Eligibility
  - A. Donation to students of obsolete and replaced educational software and hardware by Amherst County School Board will be based on both student academic need and economic resources.
    - 1. An initial pool of eligible students will be established from schools that are recipients of Title I funds.
      - a. The criteria to determine student eligibility and need for the receipt of donated replaced obsolete educational hardware and software may be the same criteria established by a school division under federal Title I programs to provide specific services to students who are the most at risk of not meeting state student academic performance standards.
      - b. Academic need will be based on standardized test results and grades.
        - i. Title I school students shall be considered first.
        - ii. Non-Title I school students will be considered after Title I school students have been considered and needs addressed.
  
- III. Criteria for city, state, federal or charitable organization eligibility
  - A. Written requests submitted to the Superintendent or designee, include the following:
    - 1. Identify
      - a. Organization by name
        - i. Mailing address
        - ii. Phone number
        - iii. Contact person
        - iv. Include tax-exempt status
      - b. Item(s) being requested
      - c. Intended purpose for such equipment
      - d. No cost will be assumed by Amherst County Public Schools

# COMPUTER GRANT PROGRAM

## Individual Student Application

**CHILD'S NAME:** \_\_\_\_\_ **NICKNAME:** \_\_\_\_\_  
Child lives with: \_\_\_ Both Parents \_\_\_ Mother \_\_\_ Father Other (Specify): \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_  
Address: \_\_\_\_\_

**MOTHER'S NAME:** \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Mailing Address (if different): \_\_\_\_\_  
Highest Educational Level Attained: \_ (Grade) Elementary; \_\_\_ (Grade) High School; \_\_\_\_\_ College; \_\_\_ GED  
Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

**FATHER'S NAME:** \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Mailing Address (if different): \_\_\_\_\_  
Highest Educational Level Attained: \_ (Grade) Elementary; \_\_\_ (Grade) High School; \_\_\_\_\_ College; \_\_\_ GED  
Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

**MARITAL STATUS OF PARENTS** (Single, Married, Separated, Divorced, Widowed): \_\_\_\_\_

**PERSON OR AGENCY ASSIGNED LEGAL CUSTODY:** \_\_\_\_\_  
Caseworker (if appropriate): \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**What is the Primary Language Spoken in Your Home:** \_\_\_\_\_

Do you currently have a computer in the home? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, how many? \_\_\_\_\_

Do you currently have internet access in your home? Yes \_\_\_\_\_ No \_\_\_\_\_

Living Arrangement:  
\_\_\_\_ Apartment  
\_\_\_\_ House: \_\_\_\_\_ Renting \_\_\_\_\_ Buying  
\_\_\_\_ Homeless  
\_\_\_\_ Other \_\_\_\_\_

Other Children in Household Under 18 Years of Age			Others in Household You are Financially Responsible for	
Name	School	Age	Name	Relationship
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Number in Household \_\_\_\_\_ Total Annual Net Income: \$ \_\_\_\_\_

**NOTE: Proof of income (tax form, pay stub) must accompany this application**

**USE OF OTHER AGENCIES**

Are you currently receiving Medicaid Benefits: \_\_\_ No \_\_\_ Yes, Case Number: \_\_\_\_\_

Social Security: \_\_\_ No \_\_\_ Yes or Child Support: \_\_\_ No \_\_\_ Yes, if yes to either monthly amount \$ \_\_\_\_\_

Social Services Benefits: \_\_\_ No \_\_\_ Yes, Explain: \_\_\_\_\_ Monthly Amount \$ \_\_\_\_\_

Other: \_\_\_\_\_

The school agrees to give the parent/guardian 2 weeks notice prior to withdrawing/terminating the child from the program. The parent/guardian agrees to give the school 2 weeks notice prior to withdrawing the child from the program.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

I certify that all the answers I have given are true and complete to the best of my knowledge and belief. I understand that any false statement is sufficient cause for rejection of this application or dismissal after approval.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Relationship to Child

\_\_\_\_\_  
Date

*Amherst County Public Schools does not discriminate on the basis of sex, race, color, religion or handicapping conditions in its educational programs or employment practices.*

**Submit to:**

**Superintendent  
Amherst County Public Schools  
P. O. Box 1257  
Amherst, Virginia 24521**

AMHERST COUNTY PUBLIC SCHOOLS  
P.O. Box 1257, Amherst, Virginia 24521

**COMPUTER GRANT PROGRAM  
NON-PROFIT ORGANIZATION APPLICATION**

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Is this organization tax exempt? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, tax identification number \_\_\_\_\_

The mission of the organization is  
\_\_\_\_\_  
\_\_\_\_\_

What types of financial support does your organization currently receive?  
\_\_\_\_\_  
\_\_\_\_\_

Do you currently have computers in your facility? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please indicate the total number of computers your organization currently has. \_\_\_\_\_

Please indicate the total number and type of internet connections your organization currently has.

Total connections: \_\_\_\_\_ Type of connection: \_\_\_\_\_ Dial-up \_\_\_\_\_ DSL \_\_\_\_\_ Cable \_\_\_\_\_ T1

Please describe how donated computers will be used in your organization.  
\_\_\_\_\_  
\_\_\_\_\_

**Submit to:  
Superintendent  
Amherst County Public Schools  
P.O. Box 1257  
Amherst, Virginia 24521**

## NON-LOCALLY FUNDED PROGRAMS

In order to further the goals and objectives of the school division, the School Board may seek sources of revenue to supplement the funds provided through local, state and federal appropriations.

To promote efficiency in developing proposals and making application for specially funded programs, the superintendent may establish standard procedures for the preparation of proposals and their review. The superintendent shall ensure that none of the conditions of acceptance is in conflict with the policies of the Board, the objectives of the division, or State or federal law.

The superintendent may submit proposals or applications for grants prior to approval by the School Board. No such application or proposal shall be binding on the Board without its approval.

Adopted: February 18, 1993  
Revised: August 18, 1994  
Revised: November 21, 1996  
Revised: April 17, 2008  
Revised: November 13, 2014

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-79, 22.1-88.

Cross Ref.: AE School Division Goals and Objectives  
KH Public Gifts to the Schools  
KQ Commercial, Promotional and Corporate Sponsorships and Partnerships