

The Office of Procurement Services is responsible for reviewing quotes as follows:

- c. At least four vendors are required to bid competitively, in writing, for orders greater than or equal to \$10,000 and less than \$50,000. Bids must be reviewed by the Office of Procurement Services.
- d. Bids for orders greater than or equal to \$50,000 must be solicited through the Office of Procurement Services.

4. Contracts

The Superintendent and the Fairfax County purchasing agent and delegate are authorized to award contracts on behalf of FCPS. Refer to the current version of Notice 5011, Authority to Contract, Annual List of Designees.

- a. All contracts utilizing school activity funds must be signed by the principal. The principal will not delegate such authority to staff members.
- b. All contracts below \$50,000 utilizing school activity funds must include the Addendum to Contractor's Form (FS-170).
- c. All contracts above \$50,000 will be reviewed by the Office of Procurement Services.
- d. All contracts using school activity funds involving insurance clauses, indemnity provisions, or for activities involving risk of harm to students, employees or others regardless of amount must be reviewed by the risk management section in the Office of the Comptroller.

5. Equipment

Equipment purchased using school activity funds must be in accordance with the current version of Regulation 5012, Purchasing Goods and Services Using Appropriated and Nonappropriated Funds. Equipment purchased with school activity funds will become the property of FCPS.

6. Vendor Records

A completed and signed IRS form W-9 is required to create a nonemployee vendor, change name and/or main address, and tax classification status (i.e., Corporation, Partnership, etc.). Official notification is required for all other changes to existing vendors including contact information and adding a remit to address. All new vendors must be approved by the principal.

Payments to individual nonemployees must be reported on IRS form 1099. A completed form FS-155 must be submitted to the accounting operations section of the Office of the Comptroller on a monthly basis.