

FINANCE

Purchasing and Supply

Authority to Contract, Annual List of Designees

I. PURPOSE

To designate individuals authorized to award contracts on behalf of Fairfax County Public Schools (FCPS).

II. AUTHORITY

This notice is in effect through June 30, 2015.

III. SUMMARY

The Superintendent and the Fairfax County purchasing agent are authorized to award contracts on behalf of FCPS. Authority has been delegated by both to the assistant superintendent, Department of Facilities and Transportation, school principals, and the director of the Office of Procurement Services, as outlined below, to award contracts on their behalf. Additional designees are listed to award contracts in the absence of the assistant superintendent, Department of Facilities and Transportation, and the director. School principals may only award contracts when expending local school activity funds and shall not delegate authority to staff members. *

Any FCPS staff personnel, who award contracts, other than those designated in this notice, may be held liable personally for the value of the contract and any resulting liabilities to the school system.

Office of the Superintendent:

Superintendent of Schools

Designee:

Assistant Superintendent, Department of Facilities
and Transportation Services (FTS)

Designee:

Director, Department of Facilities
and Transportation Services (FTS),
Administrative Services

Designee:

Director, Department of Facilities
and Transportation Services (FTS),
Design and Construction Services

Designee:	Director, Department of Facilities and Transportation Services (FTS), Facilities Management
Designee: School Principals	(Local School Activity Funds Only) ✓
Fairfax County:	Fairfax County Purchasing Agent, Department of Purchasing and Supply Management (DPSM),
Designee:	Director, Department of Financial Services (FS), Office of Procurement Services
Designee:	Coordinator, Department of Financial Services (FS), Office of Procurement Services, Purchasing Support

FAIRFAX COUNTY PUBLIC SCHOOLS