



WEST PIEDMONT REGION

## Public Procurement Policy and Procedures

### **Policy:**

To ensure that all public procurement acquisitions, including “fee for services,” the West Piedmont Workforce Develop Board and staff will follow Pittsylvania County latest approved Procurement Policy

### **Procedures:**

The WPWDB must follow Pittsylvania County’s public procurement procedures for all acquisitions of products and services, including “fee for services,” and adhere to the expertise of its centralized purchasing operation.

### **Example:**

In Pittsylvania county Procurement Policy under Small Purchases is examples of procedures to follow and limits on purchases.

### **Monitoring:**

CEO or Financial Director well approve all purchases under \$1,000 with a fair and reasonable price. The CEO or Financial Director will monitor that all purchases follow the procedures outlined in Pittsylvania County’s public procurement procedures. For travel cost, we will follow Travel Policy.

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Approval Signature:

Revision Date: October, 2019