

## Public Procurement Policy and Procedures

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

**Policy and 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’s Public Procurement Policy Manual (page 19, under Small Purchases) there are examples of procedure to follow and limits on purchases.

**Monitoring:** CEO or Financial Director will 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 costs, the WPWDB will follow the Travel Policy.



---

Approval Signature:

Revision Date: March 11, 2024