

## **FINANCIAL SERVICES**

### **Purchasing and Supply**

#### **Diploma Procurement**

This regulation supersedes Regulation 7472.2.

#### **I. PURPOSE**

Prescribe procedures for procuring diplomas and related items required by Fairfax County Public Schools in order to obtain quality items at the lowest possible prices.

#### **II. SUMMARY OF CHANGES SINCE LAST PUBLICATION**

- A. Sections III.A. and III.A.1. clarify department responsibilities.
- B. Section III.B. has been revised for the addition of administration of the contract.
- C. Sections III.C.1. and III.C.2. have been modified to add principals.

#### **III. PROCEDURES**

##### **A. Centralized Contract**

The Department of Financial Services, Office of Procurement Services, will centrally maintain the contract for diplomas and related items and coordinate with the Department of Special Services to obtain the estimated quantities and specifications required for diplomas, embossed school seals, and diploma covers.

1. Diplomas and seals shall be purchased by the Department of Special Services from its appropriated budget.
2. Diploma covers shall be purchased with nonappropriated funds, such as student funding and/or local school activity funds.

##### **B. Requirement Determination**

The Office of Procurement Services shall determine overall contract requirements. In addition, the Department of Special Services shall participate with the president of the High School Principals' Association during the bid evaluation process and administration of the contract during its term.

C. Dissemination of Information

1. Upon award of contract, the Office of Procurement Services will provide detailed contract and ordering instructions to individual principals or program managers.
2. The Office of Procurement Services will coordinate with principals or program managers to ensure the timely ordering and delivery of diplomas and related items to individual schools.