

## MEMORANDUM

DATE: March 12, 2019

TO: The Board of Supervisors

FROM: Kitty K. Hall, Purchasing Director

SUBJECT: Revision Adoption Recommendation for the Purchasing Policy, Manual, PCard, and Surplus Procedures

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The Board of Supervisors adopted the current version of the James City County Purchasing Policy on September 27, 2011. Changes to the Code of Virginia, County policies, and widely recognized purchasing best practices require updates to the Purchasing Policy, which has been incorporated into the attached document.

Staff recommends adoption of the attached revised Purchasing Policy and Manual, PCard, and Surplus Property Procedures.

KKH/md  
RevPurchPolicy-mem

Attachment