

Book	Policy Manual
Section	600 Finances
Title	Updated Procurement Procedure Attachment for Policy 626
Code	626 Procurement Procedure Attachment Vol V 2018 RETIRE - New Volume
Status	Administrative Review
Last Revised	February 6, 2019
Last Reviewed	January 14, 2021

The attached document below labeled 626-Attach-Procurement is an updated procedure that should be used to update and *replace* the attachment to your Policy 626 or other policies or internal procedures related to procurement under federal programs based on revised amounts for bidding and price quotation thresholds.

To update the attachment on your current 626 Policy:

- Open the attached Procurement procedure in Microsoft Word, make the selections specific for your school entity and save the file on your computer or files server.
- Locate your Policy 626 in the Active area of your policy manual; right-click on it and select Duplicate. This will place a "Copy of" 626 in your Draft area.
- Open the Copy of 626, delete "Copy of" from the title, and scroll to the bottom to locate the attachments. Right-click on the 626-Attach-Procurement file and select Delete.
- Click in the white space of the Public Files box where the attachments are located--your file selection menu should open. Find where you saved the updated 626-Attach-Procurement Microsoft Word file and select to attach it to the policy.
- The Policy 626 in Active may be moved to Retired and the 626 with the new attachment may be moved to Active--if your Joint Operating Committee approves changes to policy attachments, be sure to send the change through the Joint Operating Committee approval process first. If the Joint Operating Committee does not approve attachments, provide the revised attachment to the Joint Operating Committee as an informational item.

[626-Attach-Procurement.docx \(49 KB\)](#)