

THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION
PROCUREMENT POLICY AND PROCEDURE

will submit the approved Justification Letter back to the end user within **3 business days**. Please see Policy & Procedure PRO 2.14 for specific RFP, MOA, Agreement and Contract turnaround times.

5. For Goods requests from \$5,001 to \$50,000, the Procurement Division will notify the Program, School or Activity Center if there are any discrepancies within **3 business days**. If there are no discrepancies, upon approval, the Procurement Division facilitates submitting the Justification Letter to the Commissioner of Education for review/approval. Once approved by the Commissioner of Education, the Procurement Division will send the approved Justification Letter back to the end user within **5 business days** of receipt. For Service requests from \$5,001 to \$50,000, not requiring an RFP, MOA, Agreement or Contract, the Procurement Division will notify the Program, School or Activity Center if there are any discrepancies within **3 business days**. If there are no discrepancies, upon approval, the Procurement Division facilitates submitting the Justification Letter to the Commissioner of Education for review/approval. Once approved by the Commissioner of Education, the Procurement Division will send the approved Justification Letter back to the end user within **5 business days** of receipt. Please see Policy & Procedure PRO 2.14 (Contract Management) for specific RFP, MOA, Agreement and Contract turnaround times.
6. For Goods & Services requests over \$50,000, the Procurement Division will notify the Program, School or Activity Center if there are any discrepancies within **3 business days**. If there are no discrepancies, upon approval, the Procurement Division facilitates submitting both Letters to the Commissioner of Education. Once the request is approved by both the Commissioner of Education and Commissioner of Property & Procurement the Justification Letter will be sent back to the Procurement Division for distribution to the Program, School or Activity Center.
7. After a Program, School or Activity Center receives an approved Justification Letter the requisition must be entered into MUNIS within **5 business days**.