



PURCHASING CROSSWORD

ACROSS

2. What employees should decline from vendors.
3. Back-up _____ is needs to be attached to a requisition entered in STARS having a value of greater than \$10,000.
4. Term applied to purchasing greener, healthier and more sustainable products. (2 wds)
7. The _____ Rule is used in interpreting state law when there is a question of whether or not a local government has a certain power.
11. Office where all invoices must be forward to for payment. (2 wds)
12. A public sale in which property or items of merchandise are sold to the highest bidder. Frequently a disposal method of surplus property.
13. APS advertises its solicitations here where the aggregate or sum of all phases, over a three year period, is expected to exceed \$100,000.
15. Before calling the Purchasing Office for assistance on a STARS iProcurement related question users are requested to first review the library of which tutorials. (3 wds)
17. Who to contact if you have surplus property. (2 wds)
19. A legally binding promise, enforceable by law.
20. A principle of right or good conduct or a body of such principles; a code of conduct; a system of moral principles or values. Article 9 of the Purchasing Resolution.

21. The name of the APS Purchasing System.
23. When it is determined by the Purchasing Agent there is only one vendor practicably available for that which is to be procured. (2 wds)
25. Use of wholesale club membership cards by APS employees to make purchases for personal use is. (2 wds)
27. _____ and _____ Agreement is required when a vendor will have access to student data as a result of having a contract with APS's personal information this Agreement must be signed by the vendor. (4 wds)
28. The focal point for all STARS related questions. (2 wds)
29. Appointed Assistant Purchasing Director on September 1, 2017. (2 wds)

DOWN

1. The document which enunciated the Arlington School Board's policies concerning purchasing from non-governmental sources. (2 wds)
2. An MOU or MOA is generally between two. (2 wds)
5. This Act of the Code of Virginia provides guidance regarding public policies pertaining to governmental procurement from nongovernmental sources. (4 wds)

6. One of APS' Core Values.
8. The topic of the one-day seminar on March 23 to hosted by the Purchasing Office at Syphax.
9. A Baldrige category.
10. A type of protection provided to APS by using a purchase order.
14. The Purchasing Director is also known as this. (2 wds)
15. Request for payment received from the Vendor for work performed prior to the date of a purchase order being approved, may be rejected by the Purchasing Agent and considered to be an. (2 wds)
16. The purchase goods and services by Direct Pay is.
18. The number of written quotes required to make a purchase between \$00.01 and \$10,000.
22. The number businesses that must be solicited for quotes when there is not already a contract in place and the sum or aggregate of the purchase is anticipated to be between \$30,001 and \$100,00.
24. Where to search for the most economical price when travelling.
26. The Virginia procurement association that all Purchasing Office staff are members of.

FIND THE ANSWERS TO THE CROSSWORD PUZZLE

1. PURCHASING
2. GIFTS
3. INFORMATION
4. SUSTAINABLE PURCHASING
5. VIRGINIA PUBLIC PROCUREMENT
6. DILLON
7. ACCOUNTS PAYABLE
8. AUCTION
9. EVA
10. USER PRODUCTIVITY KIT
11. PURCHASING AGENT
12. KEN LAWSON
13. CONTRACT
14. ETHICS
15. STARS
16. SOLE SOURCE
17. NOT PERMITTED
18. STUDENT DATA USAGE PRIVACY
19. THAI
20. JOSHUA KELY
21. PURCHASE
22. GIVE
23. ACCEPT