



# WEYMOUTH PUBLIC SCHOOLS

111 Middle Street Weymouth MA 02189 781-335-1460 (P) 781-335-8777 (F)

---

Jennifer Curtis-Whipple, Ed.D., Superintendent  
Brian Smith, Assistant Superintendent  
Robert Wargo, Assistant Superintendent

jennifer.whipple@weymouthschools.org  
brian.smith@weymouthschools.org  
robert.wargo@weymouthschools.org

TO: Cost Center Budget Managers

FROM: Brian E. Smith, Assistant Superintendent of Finance & Operations

DATE: November 16, 2020

RE: Business Office Updates

We have been working with town procurement and going forward, all school department contracts will be sent from the WPS Business Office. In an effort to streamline, the WPS Business Office has implemented a [revised contract procedure](#). This new procedure will go in effect immediately.

Attached please find our new contract procedure and request form which is now part of the [WPS Financial Management Procedures](#) . A binder copy will be forthcoming and any revisions will be sent to you as appropriate, for updating.

If you will be using a vendor where services and/or supplies will exceed \$10,000 for any fiscal year, a [contract request form](#) must be completed. Please remember to “vet” your purchase(s) through the appropriate department prior to submitting a request to the WPS Business Office.

Please share this information with staff who work with you on budget management and purchasing. All communications regarding purchase orders and procurement should go through my office. Alyssa Bosse should be cc'd on all correspondence to the town side.

Should you have any questions, please contact Alyssa at extension 20313 or via email.

Thank you.

CC: Dr. Jennifer Curtis-Whipple, Superintendent  
Alyssa Bosse, Finance Manager  
John MacLeod, Director of Asset Management/Chief Procurement Officer