

THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION
PROCUREMENT POLICY AND PROCEDURE

4. Upon completion, the Procurement Office Specialist e-mails a notification to the requestor, copying the centralized e-mail box, notifying them that the changes have been made.
5. The Procurement Office then:
 - a) Places the signed, completed form in the vendor maintenance binder; and
 - b) Records the request on the **Vendor Maintenance tracking log (Form AR10.1)**

Exhibits:

- Vendor Maintenance Form AR10
- Vendor Maintenance Tracking Log Form AR10.1