

PURCHASING

Doing Business With Northampton County Government

Northampton County Government's intention is to conduct the procurement function in a professional manner and to deal with each prospective vendor, bidder, or salesperson with honesty, fairness and integrity. We recognize that the governmental procurement process may seem complex, and we invite your questions regarding any aspect of the activities of this office. For up to date Invitation for Bid (IFB) and Request for Proposal (RFP) information, you may visit the Northampton County Website at:

www.co.northampton.va.us/procurements.html

Who Buys For Northampton County?

Northampton County uses a de-centralized approach to purchasing by providing all departments with a procurement policy adopted by the Board of Supervisors. There is no centralized purchasing department for the County however, the Finance Department maintains a vendor list which is available to department heads for their purchasing activities. The Finance Department also processes accounts payable and issues 1099s and requests for taxpayer ID numbers (W9s). The Finance Department also provides copies of the County's tax exempt status form (for sales tax).

Who to Contact and Where We Are

You may always make your first call to the Finance Department. If your product or services require consultation with a particular department, we will direct you to the appropriate department head. We will always try to make your contact with the County mutually productive. Any inquiries or questions regarding these procedures may be directed to:

**Northampton County Finance Department
Purchasing/Accounts Payable
P.O. Box 66
16404 Courthouse Rd.
Eastville, Virginia 23347**

(757) 678-0444, ext. 549 phone (757) 678-0483 fax

Business Hours

Business is conducted Monday through Friday from 9:00 a.m. to 5:00 p.m.

Purchasing Website

<http://www.co.northampton.va.us>