Greater Albany SD 8J
Board Policy

Code: **DJ**
Adopted: 3/12/01
Readopted: 8/08/05, 10/08/07

District Purchasing

The function of district purchasing is to serve the educational program by providing the necessary supplies, equipment and services. Items commonly used in the various schools and their subdivisions will be standardized whenever consistent with educational goals and in the interest of efficiency or economy.

The director of business is appointed by the Board to serve as purchasing agent. He/She will be responsible for developing and administering the district's purchasing program.

No obligation may be incurred by any officer or employee of the Board unless that expenditure has been authorized in the budget or by Board action and/or Board policy. In all cases calling for the expenditure of district money, a purchase requisition must be approved before goods are ordered or services received unless an alternative purchasing method is authorized by the director of business. Administrators and supervisors, or designees, have the authority to approve purchase requisitions up to $1,000; all other requisitions require a second approval by the director of business or designee. This policy extends to and includes all district controlled funds.

The superintendent or designee is authorized to enter into and approve payment on contracts obligating district funds not to exceed $150,000 for products, materials, supplies, capital outlay and services that are within current budget appropriations. The Board shall approve all contracts exceeding $150,000 or that are collective bargaining agreements or service contracts that include the provision of labor performed by district employees, such as custodial, food service and transportation services.

The superintendent and director of business are responsible for ensuring systems are in place for the proper procurement of and accurate payment for goods and services.

No Board member, officer, employee or agent of this district shall use or attempt to use his/her official position to obtain financial gain or for avoidance of financial detriment for himself/herself, a relative or for any business with which the Board member or a relative is associated. Acceptance of any gratuities, gifts, items of value, financial or otherwise, totaling more than $50 in a fiscal year, from any supplier of materials or services to the district by any Board member, officer, or employee of the district is prohibited.

END OF POLICY

Legal Reference(s):

ORS 244.040
ORS Chapters 279, 279A, 279B 279C
ORS 294.311
ORS 328.441 - 328.470
ORS 332.075
OAR 125-025-0040

Cross Reference(s):

BBA - Board Powers and Duties
BBFA - Board Member Conflicts of Interest
EH - Record Retention