

Ashland School District 5

Code: **DJ**
Adopted: 12/11/06
Readopted: 1/09/17
Orig. Code(s): DJ

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 finance and operations will serve as the designated procurement officer. 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 district 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, except payrolls and credit cards, a requisition and purchase order system must be used.

No purchase, with the exception of credit card purchases, will be authorized unless covered by an approved purchase order. No bills will be approved for payment unless purchases were made on approved orders. No credit card purchases will be authorized without prior approval from the designated procurement officer or designee. The designated procurement officer may, at his or her discretion, delegate credit card purchasing authority to site administrators and department managers.

The Board will serve as the Local Contract Review Board for the district. The Board will use applicable Oregon Administrative Rules and Oregon Revised Statutes as guidelines when performing public contract review functions. The superintendent/designee will develop additional guidelines as necessary. The superintendent or designee is authorized to enter into and approve payment on contracts obligating district funds not to exceed \$75,000 for products, materials, supplies, capital outlay and services that are within current budget appropriations.

The Board shall approve all contracts 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 Board shall approve all contracts that exceed \$75,000.

The designated procurement officer will review bills due and payable for the purchase of supplies and services to determine if they are within budgeted appropriations. After review, the designated procurement officer will direct payment of the just claims against the district. The superintendent and designated procurement officer are responsible for the accuracy of all bills and vouchers.

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, financial or otherwise, 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 to -328.470](#)
[ORS 332.075](#)

[OAR 125-055-0040](#)

Cross Reference(s):

BBA - Board Powers and Duties
BBFA - Board Member Ethics and Conflicts of Interest
DJC - Bidding Requirements
DJG - Vendor Relations
EH - Electronic Data Management