

# Canby School District 86

Code: **DJ**  
Adopted: 6/15/17  
Readopted: 5/17/18  
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 and be consistent with educational goals and in the interest of efficiency or economy.

The director of finance 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, except payrolls, a requisition and purchase order system or a purchase card must be used.

No purchase, with the exception of purchase card or petty cash 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.

The superintendent or designee is authorized to enter into and approve payment on contracts obligating district funds not to exceed \$100,000 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 district shall report to the Board when amendments or change orders exceed a cumulative amount of 25 percent over the original contract price of any district formal procurement. These reports will be submitted to the Board after the financial close-out of the contract.

The director of finance will review all bills due and payable for the purchase of supplies and services to determine if they are within current budget appropriations. After appropriate administrative review, the director of finance will direct payment of the just claims against the district. The superintendent and director of finance 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 a member of their household, or for any business with which the Board member, relative or member of household is associated. Acceptance of any gratuities of material value, financial or otherwise, from any

supplier of materials or services to the district by any Board member, officer, agent or employee of the district is prohibited. Material value is defined as noncash items with a value of \$50 or less from a single source in a single year.

END OF POLICY

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**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 Conflict of Interest

DJC - Bidding Requirements

DJFA - Purchasing Cards

DJG - Vendor Relations and Advertising

EH - Records and Data Management