

Central Curry School District 1

Code: **DJ**
Adopted: 8/13/03
Readopted: 12/16/15
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. The Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. 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 deputy clerk is appointed by the Board to serve as purchasing agent. He/She will be responsible for developing and administering the district's purchasing program.

The Board will serve as the Local Public Contract Review Board for the district. The Board will use applicable Oregon administrative rules and statutes as guidelines when performing public contract review functions. The superintendent and deputy clerk will develop additional guidelines, as necessary.

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 must be used.

No purchase, with the exception of a petty cash purchase, 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 \$50,000 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 deputy clerk will review bills due and payable for the purchase of supplies and services to determine if they are within budget amounts. After appropriate administrative review, the deputy clerk will direct payment of the just claims against the district. The superintendent and deputy clerk 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 in any contract entered into by the

Board. 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 by applicable provisions of ORS Chapter 244.

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 125-055-0040](#)