

Clackamas Education Service District

Code: **DJ**
Adopted: 05/20/09

CESD Purchasing

The function of CESD purchasing is to provide the necessary supplies, equipment, and services for the operation of CESD. Items commonly used will be standardized whenever consistent with CESD goals and in the interest of efficiency or economy.

The director of fiscal services or designee will serve as purchasing agent for CESD and be responsible for developing and administering CESD'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 CESD 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. All purchases will be made in compliance with CESD's Public Contractual Rules/Procedures Manual.

The director of fiscal services is authorized to issue all other purchase orders, contracts, or agreements without prior approval of the Board where formal bidding procedures are not required by law and when current budget appropriations are adequate to cover such obligations.

The director of fiscal services or designee 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 director of fiscal services or designee will direct payment of the just claims against CESD. The director of fiscal services is responsible for the accuracy of all bills and vouchers.

No Board member, officer, employee, or agent of CESD 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 above 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 CESD is prohibited.

END OF POLICY

Legal Reference(s):

[ORS 244.040](#)

[ORS Chapters 279A](#), 279B and 279C

[ORS 294.311](#)

[ORS 328.441 - 328.470](#)

[ORS 334.125](#)

[OAR 125-055-0040](#)

Cross Reference(s):

BBA - Board Powers and Duties

BBFA - Board Member Ethics and Conflicts of Interest

EH - Electronic Data Management and Retention