

Coos Bay School District 9

Code: **DJ**
Adopted: 4/20/06
Readopted: 4/06/10; 3/13/17
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. 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 superintendent or designee is 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 or designee 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. The district requisition and purchase order system shall be used in all cases calling for the expenditure of district money, with the exception of the following: insurance payments, utility payments, payroll liabilities, travel expenses and non-discretionary and authorized credit cards.

All purchases, contracts or agreements obligating district funds in excess of statutory bidding limits will require Board approval.

The superintendent and/or business manager is authorized to enter into and approve payment on contracts obligating district funds 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 food service, and transportation services.

The superintendent 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, direct payment will be made for just claims against the district. The district will enforce established procedures for processing invoices. The superintendent or designee is responsible for the accuracy of all bills and vouchers.

No Board members, officers, employees or agents of this district shall use their official position to obtain financial gain or avoid financial detriment for themselves or any member of their household in any contract entered into by the Board, including acceptance of any gratuities, financial or otherwise, from any supplier of materials or services.

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](#)

Cross Reference(s):

BBA - Board Powers and Duties

BBFA - Board Member Ethics and Conflicts of Interest

DJC - Bidding Requirements

DJG - Vendor Relations

ED - Material Resources Management

EH - Electronic Data Management

FEF/FEFB - Construction Contracts - Bidding and Awards