

## **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 administrative services is appointed by the Board to serve as purchasing agent. He/She will be responsible for developing and administering the district's purchasing program in compliance with Oregon Law.

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, staff must follow approved purchasing processes: petty cash (see Board policy DJB - Petty Cash Accounts), procurement cards or purchase orders.

No bills will be approved for payment unless purchases were made on approved orders.

The superintendent, deputy superintendent or director of administrative services is authorized to enter into and approve payment on contracts obligating district funds not to exceed \$150,000 for products, materials, supplies, capital outlay, construction 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.

District administrators and supervisors are responsible to review bills due and payable for the purchase of services and supplies, to confirm that services have been rendered and are satisfactory, to confirm supplies have been delivered, and confirm that invoice amounts are within budget. After appropriate administrative review, the director of administrative services or their designee will direct payment of the just claims against the district. The superintendent and director of administrative services 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 - 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

EH - Electronic Data Management