

**Douglas Education
Service District**

Code: **DJ-AR**
Revised/Reviewed: 2/17/11; 10/16/14
Orig. Code(s): 10325-AR

District Purchasing

1. The superintendent shall keep the Board informed of the needs of the ESD and provide the Board with reports and updates on the purchase of materials and services to meet these needs.
2. The superintendent shall require the development of clear and proper specifications for the purchase of services and materials. These specifications shall comply with the *Oregon Attorney General's Model Public Contracting Rules*. Bids shall be awarded in compliance with the Model Rules.
3. The superintendent shall personally approve each purchase in excess of \$5,000.

The superintendent or designee shall approve all purchase orders and will review them to determine if they are within budgeted amounts. After appropriate administrative review, orders will be placed and direct payment will be made. The superintendent or designee is responsible for the accuracy of all bills and vouchers.

4. All ESD employees shall comply with Oregon Government Ethics Commission (ORS Chapter 244), in all business dealings with the ESD and any other business or individual.