

# Elkton School District 34

Code: **DJA**  
Adopted: 8/10/98

## Purchasing Authority

Purchase orders for necessary supplies, services, and equipment will be authorized only by the superintendent. No purchase will be authorized unless covered by an approved purchase order, nor will bills be approved for payment unless purchases were made on approved orders.

The superintendent is authorized to issue purchase orders without prior approval of the Board where formal bidding procedures are not required by law and when budget appropriations are adequate to cover such obligations.

The superintendent 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 superintendent will direct payment of the just claims against the district. The superintendent and business manager are responsible for the accuracy of all bills and vouchers.

END OF POLICY

---

### Legal Reference(s):

[ORS 244.040](#)

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

[ORS 294.311](#)

[ORS 328.441](#) - 328.470

[ORS 332.075](#)

[OAR 125-025-0040](#)

### Cross Reference(s):

DJB - Petty Cash Accounts

DJC - Bidding Requirements

DJG - Vendor Relations

DK - Payment Procedures

EH - Data Management