

Elkton School District 34

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

Purchasing Procedures

The superintendent is appointed by the Board to serve as purchasing agent. He or she will be responsible for developing and administering the purchasing program of the school district.

The Board will serve as the Local Public Contract Review Board for the district. The Board will use applicable Oregon administrative regulations and state law as guidelines when performing public contract review functions. The superintendent 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 action of the Board. In all cases calling for the expenditure of district money, except payrolls, a requisition and purchase order system must be used.

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.

No Board member, officer, employee or agent of this school district or their families may accept gratuities, financial or otherwise, from any supplier of materials or services to the district.

END OF POLICY

Legal Reference(s):

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

[OAR 125-030-0000](#) to -0100

[OAR Chapter 125, Divisions 246, 247, 248](#) and [249](#)

[OAR Chapter 137, Divisions 046, 047, 048](#) and [049](#)

Oregon Attorney General's Public Contracts Manual, Department of Justice (2004).

Cross Reference(s):

BBFA - Board Member Conflicts of Interest

DJG - Vendor Relations