

Eugene School District 4J

Code: **DJ**

Adopted: 6/16/75

Readopted: 4/06/83; 3/06/85; 4/04/90;
4/17/91; 4/07/93; 12/15/93;
5/18/94; 6/28/95; 9/04/96;
5/21/97; 2/18/98; 2/23/05;
5/21/14

Orig. Code(s): 6720

District Purchasing

The Board declares its intent to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. The superintendent is authorized to direct expenditures and purchases that are within the limits of the approved budget for the school year, or are approved by Board action and/ or Board policy.

The superintendent will establish and administer rules and procedures for the implementation of the district's purchasing program as required under this policy. Procedures will be in accordance with the *Oregon Attorney General's Public Contract Manual*. Purchases will require an approved purchase order or contract with the exception of payroll including limited approved employee reimbursement, small purchases using petty cash, and credit card purchases.

Prior to payment, all purchases must be approved and accompanied by vendor receipts, invoices or delivery notices. Purchases not approved through the purchase order system or via contract will be approved through adopted procedures for employee reimbursement, petty cash, and credit card purchases. Staff who obligate the district without proper prior authorization and do not supply proper receipts, may be held personally responsible for payment of such obligations.

The following persons are authorized to sign all payments or certifications required by laws or regulations, and payments required by contracts pre-approved pursuant to Board policy: Superintendent, Deputy Clerks, Financial Operations and Reporting Manager or other Superintendent designee.

The superintendent or designee is authorized to enter into and approve payment on contracts, contract amendments, and change orders obligating district funds not to exceed \$150,000 for products, materials, supplies, capital outlay, and services that are within current budget appropriations, except contracts for public improvements. This authority is pursuant to all applicable public procurement laws, board policy, and district procedures. The superintendent or designee is authorized to obligate district funds without specific board approval when the expenditures are routine and customary, including, but not limited to, payroll and utilities.

The superintendent or designee is authorized to enter into and approve payment on contracts, contract amendments, and change orders obligating district funds not to exceed \$100,000 for public improvement contracts, or as otherwise authorized by Board policy.

The superintendent or designee is authorized to enter into and approve payment on contracts, contract amendments, and change orders obligating district funds not to exceed \$500,000 for goods, materials, supplies, services, personal services, and construction work related to all capital improvements or capital improvement planning, financed by the bond levy funds or other district funds. This authority is pursuant to all applicable public contracting laws and school Board policy, and subject to prompt and timely ratification by the Board.

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 125-025-0040](#)

Cross Reference(s):

BBA - Board Powers and Duties

BBFA - Board Member Ethics and Conflicts of Interest

DJC - Exemptions from Competitive Bidding for Public Improvement Contracts