

# Eugene School District 4J

Code: **DJ**  
Adopted: 6/16/75  
Readopted: 4/06/83; 5/21/14; 2/14/18  
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 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 Model Public Contract Rules*, except as otherwise expressly provided by Board policy.

The Board, through annual resolution, authorizes the superintendent, deputy clerks and other superintendent designees to exercise all or a portion of the superintendent's powers and duties.

Except as provided in this policy or otherwise authorized in Board policy, the Board must approve all district contracts. The Board delegates to the superintendent (Clerk), deputy clerks and authorized designees the authority to enter into district contracts when the contract is within appropriations made by the Board; is not a collective bargaining agreement or a service contract that includes the provision of labor performed by employees of the district, as defined in Oregon Revised Statute (ORS) 332.075(3); and in any of the following circumstances:

1. The total amount payable by the district under an individual contract does not exceed:
  - a. \$500,000 for a capital improvement or capital improvement planning services expenditures; or
  - b. \$100,000 for public improvement expenditures; or
  - c. \$150,000 for all other expenditures; or
  - d. The contract is for routine and customary expenditures, including but not limited to payroll, payroll taxes and benefits, utility bills and postage.
2. The contract is a change order or contract amendment to an approved contract.
3. An offer of judgment made in the course of litigation in which the district is a party when the superintendent and general counsel determine that such an offer is in the best interest of the district or is to the district's tactical advantage.
4. The contract is an emergency procurement.
5. Advance authorization has been given by the Board for the superintendent or designee to execute a particular contractor class of district contracts.

No Board member, officer, employee or agent of this district shall use or attempt to use their official position or confidential information gained in the course of the procurement process to obtain financial gain or for avoidance of financial detriment for oneself, 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

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**Legal Reference(s):**

[ORS 244.040](#)

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

[ORS 294.311](#)

[ORS 328.441 to -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

DJFA - Purchasing Card Program