

# Falls City School District 57

Code: **DJA**  
Adopted: 1/28/93  
Readopted: 11/15/10

## Purchasing Authority

Purchase orders for necessary supplies, services and equipment will be authorized only by the superintendent or designee. No purchase will be authorized unless covered by an approved purchase order. No bills will be approved for payment unless purchases were made on approved orders.

The superintendent or designee 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 deputy clerk 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 deputy clerk are responsible for the accuracy of all bills and vouchers.

END OF POLICY

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### Legal Reference(s):

[ORS 244.040](#)  
[ORS Chapters 279](#), 279A, 279B [279C](#)      [ORS 294.311](#)      [ORS 332.075](#)  
[ORS 328.441 - 328.470](#)      [OAR 125-025-0040](#)

### Cross Reference(s):

DJ - District Purchasing  
DJB - Petty Cash Accounts  
DJC - Bidding Requirement  
DJG - Vendor Relations  
DK - Payment Procedures