

Gresham-Barlow SD 10

Code: **DJ**
Adopted: 7/11/94
Readopted: 5/02/02; 1/08/09; 1/09/14;
5/05/16
Orig. Code(s): DJA

District Purchasing

The function of district purchasing is to serve the educational program by providing the necessary goods, services and public improvements. The Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. Items commonly used by cost centers will be standardized whenever consistent with educational goals and in the interest of efficiency or economy. The acquisition of goods, services, equipment and supplies is under the supervision of the chief financial officer.

The chief financial officer is appointed by the superintendent to serve as purchasing agent. They will be responsible for developing and administering the district's purchasing program.

No obligation may be incurred by any officer or employee of the District unless that expenditure has been authorized in the budget or by Board action and/or Board policy. In all cases calling for the expenditure of district money, except payroll, the district's rules and regulations will be used.

No purchase, with the exception of a petty cash or credit card purchases, 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, chief financial officer, or designee is authorized to enter into and approve payment on contracts obligating district funds not to exceed \$150,000 for products, materials, supplies, capital outlay and services that are within current budget appropriations. The superintendent, chief financial officer, 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 Board shall approve all contracts that are collective bargaining agreements or service contracts that include the provision of labor performed by district employees, such as custodial, food service and transportation services.

The business office shall monitor the purchase of goods, services, equipment and supplies for all schools and departments. The business office is responsible for issuing purchase order numbers and to monitor the purchase orders to assure all rules and regulations have been followed. Purchases using Federal funds will be subject to Federal requirements including procurements by micro-purchase, procurement by small purchase procedures, procurement by sealed bids, procurement by competitive proposals, and procurement by noncompetitive (sole-sourced) proposals.

No board member, officer, employee or agent of this district shall use or attempt to use their 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, officer, employee, agent 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.

The superintendent shall develop administrative regulations necessary to implement this policy. Additional specific purchasing procedures are delineated in the district's business office best practices manual, which is updated periodically.

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 125-055-0040](#)

Cross Reference(s):

BBA - Board Powers and Duties

BBFA - Board Member Ethics and Conflicts of Interest

FEF/FEFB - Construction Contracts - Bidding and Awards