

Gresham-Barlow SD 10

Code: **DJA**
Adopted: 7/11/94
Readopted: 5/02/02, 1/08/09
Orig. Code(s): DJA

District Purchasing

All contracts must be approved by the Board before an order can be drawn for payment. If a contract is made without the authority of the Board, the individual making such contract shall be personally liable. Board approval may be granted through such means as the budget document, grants, resolutions and Board priorities.

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 shall be in compliance with district guidelines and state law.

The function of the district's purchasing is to serve the educational program by providing the necessary supplies, equipment and services. The Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. The acquisition of goods, services, equipment and supplies is under the supervision of the chief financial officer.

All purchasing shall be guided by the following criteria:

1. Suitability to the requirements of the educational program;
2. Conformity to developed specifications when available;
3. Price;
4. Availability of maintenance service;
5. Delivery terms;
6. Record of serviceability when available.

Purchasing procedures shall be provided.

The chief financial officer will be responsible for developing and administering the school district's purchasing program.

The business office shall monitor the purchasing of goods, services, equipment and supplies for all schools and other departments. The business office is responsible for issuing purchase order numbers and to monitor the purchase orders to assure that all rules and regulations have been followed.

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

The superintendent 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 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 will coordinate with all schools and departments prior to the end of the school year the purchase of equipment and other items appearing in the next fiscal year's adopted budget. During budget preparation time, the chief financial officer will be available to assist with price and information for budget preparations.

The business office is also available to find information, source and cost of items needed, to check to make sure the item fits the need, to look for something to fill the needs and to consult with staff and recommend solutions to problems.

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 Conflicts of Interest

DJB - Petty Cash Accounts

DK - Payment Procedures