

Glide School District 12

Code: **DJA**
Adopted: 3/25/91
Readopted: 11/1/93

Purchasing Authority

Purchase orders for necessary supplies, services and equipment will be authorized only by the superintendent and/or business manager. No purchase will be approved for payment unless the purchase was made on an approved purchase order, or other approved district form which provides proper authorization from the supervisor and/or principal and the business manager. Any purchase over \$1,000 requires the superintendent's approval.

The business manager 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 business manager will review bills due and payable for the purchase of supplies and services to determine if they are within budget and appropriation amounts. After appropriate administrative review, the business manager will direct payment of the just claims against the district. The superintendent and business manager are responsible for the accuracy of all bills and vouchers.

END OF POLICY

Legal Reference(s):

[ORS 244.040](#)

[ORS Chapter 279](#)

[ORS 294.311](#)

[ORS 328.441 - 328.470](#)

[ORS 332.075](#)

[OAR 125-065-0040](#)