

Helix School District 1R

Code: **DJ**
Adopted: 1/8/97
Orig. Code(s): None

District Purchasing

The Helix School Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. The acquisition of services, equipment, and supplies is centralized in the administrative office, which functions under the supervision of the superintendent/principal, and through whose office, or designee, all purchasing transactions are supervised.

The Helix School Board is the district's contract review board and retains all powers as final authority concerning public contracting. The Board directs the superintendent/principal to establish and maintain administrative procedures and rules governing purchasing, bidding, and contracting.

1. The Board designates the superintendent/principal or his/her designee to act in its behalf in approving and authorizing all contracts that amount to \$5,000 or less annually.
2. The Board will retain all rights of review upon request and such liability as associated with its contracting responsibility.
3. Contracts in excess of the \$5,000 total amount shall be approved by Board action and signed by the chairman.

END OF POLICY

Legal Reference(s):

[ORS 244.040](#)
[ORS Chapters 279, 279A, 279B](#) and
[279C](#)

[ORS 294.311](#)
[ORS 328.441 - 328.470](#)

[ORS 332.075](#)
[OAR 125-025-0040](#)