

Helix School District 1R

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

Purchasing Procedures

The superintendent/principal is appointed by the Board to serve as purchasing agent. He/she will be responsible for developing and administering the district's purchasing program.

The Board will serve as the Local Public Contract Review Board for the district. The Board will use applicable Oregon administrative rules and state law as guidelines when performing public contract review functions. The superintendent/principal and deputy clerk will develop additional guidelines as necessary.

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 and reimbursements, a requisition and purchase order system must be used.

Items commonly used in the various schools and their subdivisions will be standardized whenever consistent with educational goals and in the interest of efficiency or economy.

No Board member, officer, employee or agent of this District shall use their official position to obtain financial loss or gain for themselves or any member of their household in any contract entered into by the Board, including acceptance of any gratuities, financial or otherwise, from any supplier of materials or services.

END OF POLICY

Legal Reference(s):

[ORS 244.040](#)
[ORS Chapter 279](#)
[ORS 294.311](#)
[ORS 328.441-328.470](#)
[ORS 332.255](#)

[OAR 125-065-0000](#)
[OAR 125-310-0020](#)