

Hermiston School District 8R

Code: **DJ**
Adopted: 12/01/09
Revised/Readopted: 7/10/17
Orig. Code(s): DJ

District Purchasing

The function of district purchasing is to serve the educational program by providing the necessary supplies, equipment and services. 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.

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

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 and/or Board policy. In all cases calling for the expenditure of district money, except payrolls, a requisition and purchase order system must be used.

A purchase order system will be utilized by the district. Normally all purchases made by the district would use a purchase order; however, the district management recognizes that certain expenditures made by the district would not utilize a purchase order. Examples of when a purchase order would not be used are insurance payments, utility payments, payroll liabilities, travel vouchers and routine, non-discretionary payments.

Purchase orders may be issued by designated administrators and other personnel authorized by the superintendent. Where an exact cost figure is not available at the time the purchase order is issued, an estimate should be used. All other purchase orders must have two authorized signatures. Building or area administrators will sign purchase orders for his/her area and the second signature will be by a district office administrator, normally the business manager when two signatures are required.

The superintendent, business manager, and assistant superintendent for support services is authorized to enter into and approve payment on contracts obligating district funds 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 food service and transportation services.

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

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 is prohibited.

END OF POLICY

Legal Reference(s):

[ORS 244.040](#)

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

[ORS 294.311](#)

[ORS 328.441 to -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

DJC - Bidding Requirements

EH - Electronic Data Management