

Hood River County School District

Code: **DJ**
Adopted: 10/14/98
Readopted: 6/25/14; 10/26/16
Orig. Code(s): 3610

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 departments will be standardized whenever consistent with educational goals and in the interest of efficiency or economy.

The chief financial officer 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.

No purchase, except petty cash, payrolls and associated payments, will be authorized unless covered by an approved purchase order or approved request for payment. No bills will be approved for payment unless purchases were made on approved orders. All purchases, contracts or agreements obligating district funds in excess of \$150,000 will require Board approval.

The chief financial officer is authorized to issue all other purchase orders, contracts or agreements without prior approval of the Board where formal bidding procedures are not required by law or are exempt by local contract review Board rule and when current budget appropriations are adequate to cover such obligations.

The chief financial officer 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 chief financial officer will direct payment of the just claims against the district. The superintendent and chief financial officer 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 their official position to obtain financial avoidance of financial detriment or gain for themselves, or a relative or for any business with which the Board member, officer, employee, agent or relative is associated with, 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 Chapters 279, 279A, 279B, 279C](#)

[ORS 294.311](#)

[ORS 328.441 - 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

FEF/FEFB - Construction Contracts - Bidding and Awards