

InterMountain Education Service District

Code: **DJ**
Adopted: 1/19/11

District Purchasing

The function of the ESD 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 chief financial officer is appointed by the Board to serve as purchasing agent. He/She will be responsible for developing and administering the ESD'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 ESD money, except payrolls, a requisition and purchase order system must be used for all purchases over \$250.

No purchase over \$250, unless it is a credit card purchase will be authorized unless covered by an approved purchase order. No bills will be approved for payment unless purchases were made on approved orders.

The superintendent or designee is authorized to enter into and approve payment on contracts obligating ESD funds exceeding \$10,000 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 ESD employees, such as custodial, food service and transportation services.

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 ESD. The chief financial officer is responsible for the accuracy of all bills and vouchers.

No Board member, officer, employee or agent of this ESD 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 ESD by any Board member, officer or employee of the ESD is prohibited.

END OF POLICY

Legal Reference(s):

[ORS 244.040](#)

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

[ORS 294.311](#)

[ORS 328.441 - 328.470](#)

[ORS 334.125](#)

[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

FEF/FEFB - Construction Contracts - Bidding and Awards