

# La Grande School District 1

Code: **DJ**  
Adopted: 3/12/03  
Readopted: 3/14/07; 4/30/08; 7/28/10;  
3/11/15  
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 superintendent or designee 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.

All purchases must have approval prior to purchase being made. Purchases under \$500 may be verbally approved by the building administrator. All purchases over \$500 must be made with an approved purchase order to be eligible for reimbursement/payment.

Employees may not use personal credit cards for district business, purchases and/or travel.

The superintendent or designee is authorized to enter into and approve payment on contracts obligating district funds not to exceed \$ 25,000 for products, materials, supplies, capital outlay and services that are within current budget appropriations. Board approval shall be required for all contracts obligating district funds over \$25,000 regardless of the solicitation method used. 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 custodial, 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 business manager is 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 - 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

DJA - Purchasing Authority

DJC - Bidding Requirements

DJFA - Credit Cards

DJG - Vendor Relations

EH - Electronic Data Management