

La Grande School District 1

Code: **DJA**
Adopted: 3/12/03
Readopted: 3/14/07; 4/30/08; 7/28/10;
3/11/15
Orig. Code(s): DJA

Purchasing Authority

Purchase orders for necessary supplies, services and equipment will be authorized only by the business manager. No purchase will be authorized unless covered by an approved purchase order. No bill will be approved for payment unless purchases were made on approved purchase orders.

Building administrators may authorize the expenditures of \$500 or less without prior business manager approval and without a purchase order. Purchases in such cases may be authorized verbally or in writing, but will be memorialized in the form of a purchase requisition as soon as practical. Building administrators must sign off on all receipts for purchases made under this exception.

The business manager is authorized to issue purchase orders without prior approval of the Board where formal bidding procedures are not required by law and when budget appropriations are adequate to cover such obligations.

The business manager is authorized to enter into and approve payment on purchase orders 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 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.

END OF POLICY

Legal Reference(s):

[ORS 244.040](#)

[ORS Chapter 279](#)

[ORS 294.311](#)

[ORS 328.441 - 328.470](#)

[ORS 332.075](#)

[OAR 125-065-0040](#)

Cross Reference(s):

DJ - District Purchasing

DJB - Petty Cash Accounts

DJC - Bidding Requirements

DJG - Vendor Relations

DK - Payment Procedures

EH - Electronic Data Management