

La Grande School District 1

Code: **DJF**
Adopted: 3/12/03
Readopted: 3/14/07; 4/30/08
Orig. Code(s): DJF

District Purchasing Procedures

The function of district purchasing is to serve the educational program by providing the necessary supplies, equipment and services. The Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended.

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. In all cases calling for the expenditure of district money, except payrolls, the purchase order system must be used.

Items commonly used in various schools and their subdivisions will be standardized whenever consistent with educational goals and in the interest of efficiency or economy.

No Board member, officer, employee or agent of this district shall use or attempt to use his/her official position to obtain financial loss or 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 Chapter 279](#)

[ORS 294.311](#)

[ORS 328.441 - 328.470](#)

[ORS 332.075](#)

[OAR 125-065-0040](#)

Cross Reference(s):

BBFA - Board Member Conflicts of Interest

DJG - Vendor Relations