

Lake County School District 7

Code: **DJ**
Adopted: 11/24/08
Readopted: 12/13/10
Orig. Code(s): DJ

District Purchasing

It is the policy of the Board to provide a purchasing procedure that will ensure district programs and employees an orderly process for obtaining materials and supplies necessary for the efficient and economical operation of the district. The superintendent is assigned responsibility for the implementation of this policy. All purchasing will be in compliance with Oregon Revised Statutes and subject to the following requirements:

1. Approval:

The superintendent and/or business manager will approve all purchases of materials and services provided for in the annually approved budget, subject to the following:

- a. Purchase orders will be required for all necessary supplies, services and equipment purchased by the district;
- b. No commitment for purchase shall be made to vendors without an authorized purchase order. Orders by school personnel which do not have the prior approval of an official school purchase order may become the responsibility for payment of the individual who made the purchase commitment;
- c. Under approved circumstances an annual or permanent purchase order will be issued to vendors who regularly provide materials or services to the district.

2. Purchasing Procedures:

The superintendent shall be required to develop clear and concise specifications for the purchase of services and materials. These specifications shall not be so restrictive as to eliminate competitive bidding.

3. Purchasing Agreements or Contracts

Any purchasing agreements or contracts obligating the district to purchase materials or services that obligate the district to a timeline, response action, or authorizes an individual, group, association, agency or company to represent or act in behalf of the district, must be approved by the superintendent in accordance with and in consideration of personal services and contracting policies DJC – Bidding Requirements and DJCA – Personal Services Contracts.

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 125-025-0040](#)

Cross Reference(s):

BBA - Board Powers and Duties

BBFA - Board Member Ethics and Conflicts of Interest

DJC - Bidding Requirements

DJG - Vendor Relations

EH - Electronic Data Management