

Lane Education Service District Policy

Code: **DJ**
Adopted: 5/24/94
Revised/Readopted: 12/11/01, 8/27/02,
3/21/06
Orig. Code(s): DJ/DJA/DJF

District Purchasing

Purchase of goods or services shall be made in accordance with Oregon Revised Statutes, Chapter 279 and Oregon Administrative Rules Chapter 125 (Department of Administrative Services Public Contract Review Exemption Rules).

The function of district purchasing is to serve the educational program by providing the necessary supplies, equipment and services. Items commonly used in the ESD programs will be standardized whenever consistent with educational goals and in the interest of efficiency or economy. The superintendent shall supervise the purchases of all service areas. Service area directors shall exercise prudence in purchases and ensure that standard accounting procedures are followed for the expenditures.

The director of business service is appointed by the Board to serve as purchasing agent. The director will be responsible for developing and administering the district's purchasing program.

All persons, firms or corporations supplying goods, materials, equipment or service of any kind to Lane ESD shall certify in writing on all bids for contracts that each, as a contractor with the ESD, will not discriminate against any employee or applicant for employment because of race, color, national origin, religion, sex, age, marital status, sexual orientation or disability including discrimination on such basis of any other persons with whom the individual associates.

The Board delegates to the superintendent responsibility of purchases which are within the budget. Purchases of goods or services which are not planned for within the budget or exceed the budget amount must be approved by the Board.

The superintendent or designee is authorized to enter into and approve payment on contracts 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. Service area directors shall exercise prudence in purchases and ensure that standard accounting procedures are followed for the expenditures.

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.

END OF POLICY

Legal Reference(s):

[ORS 244.040](#)

[ORS Chapters 279, 279A, 279B](#) and
[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 Conflicts of Interest

DIC - Financial Reports and Statements

DIE - Audits

DJB - Petty Cash Accounts

DJC - Bidding Requirements

DJG - Vendor Relations

DK - Payment Procedures

FEF/FEFB - Construction Contracts - Bidding and Awards

DI - Fiscal Accounting & Reporting

DI-AR - Fiscal Procedures and Responsibilities