

**Lake Oswego  
School District 7J**

Code: **DJ**  
Adopted: 12/5/83  
Readopted: 6/08/09; 2/09/15  
Orig. Code(s): 8310

**District Purchasing**

The director of finance will coordinate and administer the purchasing functions within the guidelines of the Public Contract Review Board and Oregon statutes.

Purchase orders for necessary supplies, services, and equipment for regular district programs shall be issued only by the superintendent, or director of finance. Secondary principals may issue purchase orders for student activities.

District credit cards may be used when writing a purchase order is not practical or the amount of purchase cannot be determined in advance.

No obligation may be incurred by any officer or employee of the Board unless it has been previously authorized in the budget or by action of the Board. In all cases calling for the expenditure of district money, except bona fide emergencies, payrolls, utilities, travel expenditures, professional development or petty cash, a requisition and purchase order system must be used.

Bids shall be called for on all orders for equipment or supplies and on building additions or construction estimated to equal or exceed the amount set by law as requiring public bidding, except in cases where the Board acts pursuant to the emergency clause of ORS 332.290. Bids may be called for or quotations requested for items or services involving lesser amounts, if in the judgment of the Board or the superintendent or director of finance, it is in the best interests of the district to do so.

The bid of the lowest responsible bidder shall be accepted consistent with specifications on quality, service, delivery and other requirements. Where the lowest bid is not accepted, the procedures set by the Public Contract Review Board shall be complied with. In the event of the same or identical bids the Board may divide or reject any or all bids.

The director of finance shall review bills due and payable for the purchase of supplies and services to determine if they are within budgeted amounts. After appropriate administrative review, the director of finance shall direct the payment of the just claims against the district. The superintendent and director of finance are responsible for the accuracy of all bills and vouchers.

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

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**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

DJC - Bidding Requirements