

McMinnville School District #40

Code: DJ
Adopted: 7/09/84
Revised/Readopted: 5/10/99; 10/11/04; 4/17/06;
5/11/15
Orig. Code: DJ

District Purchasing

District purchasing provides the necessary supplies, equipment and services for educational programs. Items commonly used in the various schools and district departments will be standardized whenever consistent with educational goals and in the interest of efficiency or economy.

The finance director 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 officer or employee of the district may incur any obligation for expenditure of district funds unless that expenditure has been authorized in the budget or by Board action and/or Board policy. The requisition and purchase order system must be used in all cases calling for the expenditure of district money except payrolls, unless exempted in administrative regulations.

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 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 as delegated within the district's adopted public contracting rules.

The finance director, or designee, 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 finance director will direct payment of the just claims against the district. The finance director is responsible for the accuracy of all bills and vouchers.

It is a violation of Oregon's Ethics Laws for Public Officials for any Board member, officer, employee or agent of the district to use or attempt to use his or 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, officer, employee, agent or relative is associated.

END OF POLICY

Legal Reference(s):

[ORS 244.040](#)

[ORS Chapters 279, 279A, 279B, 279C](#)

[ORS 294.311](#)

[ORS 328.441 to -328.470](#)

[ORS 332.075](#)

Oregon Attorney General Model Rules

Cross Reference(s):

BBA - Authority of the Board

BBFA - Board Member Ethics and Conflicts of Interest

DJC - Bidding Requirements

DJFA - Use of Credit/Procurement Cards

DJG - Vendor Relations