

**Milton-Freewater
School District 7**

Code: **DJF**
Adopted: 11/23/93

Purchasing Procedures

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.

The Board will serve as the Local Public Contract Review Board for the district. The Board will use applicable Oregon administrative rules and state law as guidelines when performing public contract review functions. The superintendent and business manager will develop additional guidelines as necessary.

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, a requisition and purchase order system must be used.

Items commonly used in the 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 their official position to obtain financial loss or gain for themselves or any member of their household in any contract entered into by the Board, including acceptance of any gratuities, financial or otherwise, from any supplier of materials or services.

END OF POLICY

Legal Reference(s):

ORS 244.040	ORS 294.311
ORS Chapters 279, 279A, 279B and 279C	ORS 328.441
279B	ORS 332.075
	ORS 125-025-0040

INTERNAL REVENUE SERVICE, PUBLICATION 1779: INDEPENDENT CONTRACTOR OR EMPLOYEE (2005).