

Myrtle Point School District 41

Code: **DJ**
Adopted: 5/10/04
Orig. Code(s): DJ

District Purchasing

The function of district purchasing is to serve the educational program by providing the necessary supplies, equipment, and services. Items commonly used in the various schools will be standardized whenever consistent with educational goals and in the interest of efficiency or economy.

The superintendent is appointed by the Board to serve as purchasing agent. He or she is responsible for developing and administering the district's purchasing program.

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 and/or Board policy. In all cases calling for the expenditure of district money, except payrolls, a requisition and purchase order system must be used.

No purchase will be authorized unless covered by an approved purchase order. No bills will be approved for payment unless purchases were made on approved orders.

The superintendent or his/her 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 will 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 business manager 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 business manager will direct payment of the just claims against the district. The superintendent and business manager are responsible for the accuracy of all bills and vouchers.

Checks exceeding \$10,000 shall require two authorized signatures.

Each Board member shall receive a copy of the monthly check register of bills paid and may ask for review of any bill.

No Board member, officer, employee or agent of this district will use or attempt to use his/her official position to obtain financial gain or avoidance of financial detriment for himself/herself, a relative or for any business with which the Board member, officer, employee 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 - 328.470](#)

[ORS 332.075](#)

[OAR 125-025-0040](#)