

Newberg School District 29J

Code: **DJ**
Adopted: 3/11/91
Readopted: 9/11/06
Orig. Code(s): 6600

District Purchasing

The function of district purchasing is to serve the educational program by providing the necessary supplies, equipment and services. The Board declares its intention to purchase competitively without prejudice and to seek maximum value for every dollar expended. 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. Requests for proposals, competitive bidding or price quotes will be standard practice of the district when required by law.

Ethics

No Board member, officer, employee or agent of the district or their families shall use or attempt to use their official position to obtain financial gain or avoidance of financial detriment for themselves or any members of their household in any contract entered into by the district including acceptance of any gratuities, financial or otherwise, from suppliers of material or services.

Purchasing Agent

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

Contract Review Board

The Board will serve as the Local Public Contract Review Board for the district. The Board will use applicable Oregon administrative rules and statutes as guidelines when performing public contract review functions. The superintendent or their designee and the business officer will develop additional guidelines as necessary.

Purchasing

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 or by Board policy. Expenditure of district money, except payroll, requires a requisition and purchase order or approval of an immediate supervisor.

No purchase (with the exception of a petty cash 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. All purchases, contracts or agreements obligating district funds in excess of \$100,000 (with the exception of personal services contracts which will require Board approval when they are for \$75,000 or more) will require Board approval.

The director of business services is authorized to issue all other purchase orders, contracts or agreements without prior approval of the Board where formal bidding procedures are not required by law and when current budget appropriations are adequate to cover such obligations.

The director of business services 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 officer will direct payment of the just claims against the district. The superintendent and Director of Business Services are responsible for the accuracy of all bills and vouchers.

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](#)

Cross Reference(s):

BBA - Board Powers and Duties
BBFA - Board Member Conflicts of Interest
ED - Material Resources Management
FEF/FEFB - Construction Contracts - Bidding and Awards