

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 and their subdivisions will be standardized whenever consistent with educational goals and in the interest of efficiency or economy.

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.

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. (see additional exceptions below.)

No purchase will be authorized unless covered by an approved purchase order or contract (except for petty cash, utility bills and pre-arranged store charges (food service purchases, PGE, 1st Student, etc.). No bills will be paid without approval of appropriate personnel.

The superintendent or designee is authorized to enter into and approve payment on contracts obligating district funds not to exceed \$50,000 for products, materials, supplies, capital outlay and services that are within current budget appropriations, except construction/renovation contracts paid for with Bond monies. Construction contract over \$500,000 will be approved by the Board. See policy FEF/FEFB - Construction Contracts.

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 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 business manager is responsible for the accuracy of all bills and vouchers.

No Board member, officer, employee or agent of this district shall use or attempt to use his/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 or a 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](#)

[OAR 125-055-0040](#)

Cross Reference(s):

BBA - Board Powers and Duties

BBFA - Board Member Ethics and Conflicts of Interest

DJA - Purchasing Authority

DJC - Bidding Requirements

DJFA - Use of Credit Cards

DJG - Vendor Relations

ED - Material Resources Management

EH - Electronic Data Management

FEF/FEFB - Construction Contracts - Bidding and Awards