

Oakland School District 1

Code: **DJF**
Adopted: 11/25/86
Revised/Readopted: 12/16/97
Orig. Code(s): 3890

Purchasing Procedures

The district has a decentralized purchasing procedure. Building administrators initiate purchase orders, which are routed through the superintendent for final approval.

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 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 action of the Board. In all cases calling for the expenditure of district funds, except payrolls, the 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 his/her official position to obtain financial loss or gain for himself/herself or any member of his/her 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 Chapter 279A, 279B, 279C](#)

[ORS 294.311](#)

[ORS 328.441 - 328.470](#)

[ORS 332.075](#)

[OAR 125. Divisions 246-249](#)

[OAR 581-023-0035](#)

Cross References:

BBA - Board Powers and Duties

BBFA - Board Member Conflicts of Interest

DJB - Vendor Relations