

Oregon City School District

Code: **DJ**
Adopted: 11/05/07

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 will 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 of the Board or employee of the district unless that expenditure is within current budget appropriations or has been authorized by Board action and/or Board policy. In all cases calling for the expenditure of district funds, except payrolls and petty cash, a requisition or equivalent and/or purchase order system must be used. Exceptions may be granted for emergencies as defined in administrative regulation DJC-AR - Special Procurements and Exemptions from Competitive Bidding.

The superintendent or designee is authorized to enter into and approve payment on contracts obligating district funds not to exceed \$150,000 for products, materials, supplies, capital outlay and services that are within current budget appropriations. The Board shall be notified of contracts in excess of \$50,000. The Board shall approve all contracts in excess of \$150,000. The Board shall also 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 or superintendent will review all purchase requisitions or equivalence for the purchase of supplies and services to determine if they are within budget appropriation amounts. After appropriate review, the business manager will oversee payment of the just claims against the district. The superintendent and business manager are 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 - 328.470](#)

[ORS 332.075](#)

[OAR 125-025-0040](#)

Cross Reference(s):

BBA - Board Powers and Duties

BBFA - Board Member Ethics and Conflicts of Interest

FEF/FEFB - Construction Contracts - Bidding and Awards