

# Pendleton School District 16R

Code: **DJ**  
Adopted: 01/10/00  
Readopted: 4/12/10  
Orig. Code(s): DI

## **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 various schools and their subdivisions will be standardized whenever consistent with educational goals and in the interest of efficiency and economy.

The director of business services 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 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 an approved order.

The superintendent or designee is authorized to enter into and approve payment on contracts obligating district funds (not to exceed \$25,000) for products, materials, supplies, capital outlay, and services that are within current budget appropriations. An exception to the above limitation is payment to PERS (Public Employees Retirement System), OEBC, Mid-Columbia Bus Company, Oregon 1<sup>st</sup> Community Credit Union, Umatilla Morrow County Education Services District (ESD), the district's auditors and Sodexo, PACE Insurance and Nixyaawii Community School. 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 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 director of business services 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.

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 avoidance of financial detriment for himself/herself, a relative or any

business with which the Board member or relative is associated. Acceptance of gratuities, financial or otherwise, from any supplier of materials or services to the district by any Board member, officer or employee of the district is prohibited.

END OF POLICY

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**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](#)