

District Purchasing Procedures

No obligation may be incurred by any officer or employee of the Board unless that expenditure has been authorized in the district budget or by Board action and/or Board policy and is consistent with these policies. All expenditures of district money, except payrolls, employee benefits and expenditures of petty cash, shall require a requisition and purchase order, or a solicitation and a contract for goods or services unless a check request has been authorized by the superintendent or business manager.

The business manager is hereby appointed by the Board to serve as purchasing agent for the district. The business manager is responsible for developing and administering the district's purchasing program and implementing these policies. The business manager is authorized to issue purchase orders without prior approval of the Board where formal bidding procedures are not required by policy and when current budget appropriations are adequate to cover such obligations.

The Board shall approve all collective bargaining agreements or service contracts that include the provision of labor performed by district employees, such as custodial, food service and transportation services. In addition, all purchases, contracts or agreements obligating district funds in excess of \$10,000 require notification prior to Board approval and those in excess of \$25,000 require Board approval. The superintendent or business manager are authorized to enter into contracts and approve all other payments for products, materials, supplies, capital outlay and services that are within current budget appropriations without further Board approval where formal bidding procedures are not required by law and when current budget appropriations are adequate to cover such obligations.

The business manager shall report to the Board at the next regularly scheduled school board meeting a detailed list by check number of all disbursements, other than payroll, made in the previous month.

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

The business manager shall review bills due and payable for the purchase of supplies and services to determine if they are within budgeted amounts. After appropriate administrative review and approval, the business manager shall cause payment to be made.

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 125-055-0040](#)

Cross Reference(s):

BBA - School Board Powers and Duties

BBFA - Board Member Ethics and Conflicts of Interest

DJC - Bidding Requirements

DJFA - Credit Cards

DJG - Vendor Relations

EH - Data Management

FEF/FEFB - Construction Contracts - Bidding and Awards