



Code: **DJ**  
Adopted: 8/17/99  
Revised/Readopted: 7/09/08; 9/28/16

## **District Purchasing**

The function of district purchasing is to serve the district's educational programs by providing the necessary supplies, equipment and services. Items commonly used in the schools, their subdivisions and other district departments will be standardized whenever consistent with educational goals and in the interest of efficiency or economy.

The superintendent or designee 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 district 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 unless an alternative purchasing method is authorized by the director of fiscal services.

No purchase will be authorized unless covered by a purchase order approved in advance of the purchase, with the exception of petty cash purchases under \$25, preauthorized employee reimbursements, credit or procurement card purchases under \$1,000 or an emergency situation as determined by the superintendent. No invoices will be approved for payment unless purchases were made with an approved purchase order or alternative purchasing method as approved by the director of fiscal services.

The superintendent, director of fiscal services 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 approve all contracts that are collective bargaining agreements or service contracts that provide for the outsourcing of labor traditionally performed by district employees, such as custodial, food service and transportation services.

The director of fiscal services or designee will review invoices 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 fiscal services or designee will direct payment of the just claims against the district. The director of fiscal services or designee is responsible for the accuracy of all invoices and payment vouchers.

No Board member, officer, employee or agent of the district shall use their 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, officer, employee, agent or a relative is associated. Acceptance of any gifts or gratuities which have an aggregate calendar year economic value greater than \$50, 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.

The superintendent or designee shall develop administrative regulations necessary to implement this policy.

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 125-055-0040](#)

**Cross Reference(s):**

BBA - Board Powers and Duties

BBFA - Board Member Ethics and Conflicts of Interest

DJFA - Procurement and Credit Cards

EH - Electronic Data Management