



Code: **DJ**
Adopted: 1/04/07
Revised/Readopted: 7/15/10; 7/13/16
Orig. Code(s): DJ

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 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 requisition and purchase order system must be used.

No purchase, with the exception of authorized purchasing cards or reimbursements, will be authorized unless covered by an approved purchase order or contract. No bills will be approved for payment unless purchases were made on approved orders¹.

Maintenance department and transportation personnel will occasionally require materials to complete a project or perform emergency repairs and will be unable to complete a purchase order without considerable delay. To avoid such costly procedure and to better control the expenditures of district funds, an Emergency Purchase Order may be completed and subsequently submitted to Purchasing when signed by authorized personnel.

A purchase order must be issued to authorize repairs for equipment.

The superintendent or designee and director of business services are 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 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 bills against the district. The superintendent or designee and director of business services are responsible for the accuracy of all bills and vouchers.

¹The receiver is responsible for ensuring that the vendor has fulfilled the purchase order contract.

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. Acceptance of any 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

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

DJC - Bidding Requirements

DJFA - Credit Cards

DJG - Vendor Relations

FEF/FEFB - Construction Contracts - Bidding and Awards