

# Rogue River School District 35

Code: **DJF**  
Adopted: 8/02/77  
Readopted: 10/03/89; 11/21/17  
Orig. Code(s): DJF

## Purchasing Procedures

The superintendent is appointed by the Board to serve as purchasing agent. He or she will be responsible for developing and administering the purchasing program of the district.

The Board will serve as the Local Public Contract Review Board for the district. The Board will use applicable Oregon Administrative Rules and state law as guidelines when performing public contract review functions. The superintendent will develop additional guidelines as necessary.

No obligation may be incurred by any officer or employee of the Board unless that expenditure has been authorized in the budget or by action of the Board. In all cases calling for the expenditure of district money, except payrolls, a requisition and purchase order system must be used.

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.

No Board member, officer, employee or agent of this district or their families will be interested financially in any contract entered into by the Board, including acceptance of any gratuities, financial or otherwise, from any supplier of materials or services to the district.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

### Cross Reference(s):

BBFA - Board Member Ethics and Conflicts of Interest