

Stanfield School District 61

Code: **DJ**
Adopted: 7/1/05
Readopted: 4/10/08
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 business manager is appointed by the Board to serve as purchasing agent. He/She will be responsible for developing and administering the district's purchasing program.

The superintendent or designee is authorized to enter into and approve payment on contracts obligating district funds for products, materials, supplies, capital outlay and services that are within current budget appropriations.

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.

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 125-025-0040](#)

Cross Reference(s):

BBA - Board Powers and Duties

BBFA - Board Member Conflicts of Interest

DJA - Purchasing Authority

DJG - Vendor Relations

EH - Data Management

FEF/FEFB - Construction Contracts - Bidding and Awards