

# Stanfield School District 61

Code: **DJA**  
Adopted: 11/8/94  
Readopted: 4/10/08  
Orig. Code(s): DJA

## Purchasing Authority

Purchase orders for necessary supplies, services and equipment will be authorized only by the superintendent or business manager. No purchase will be authorized unless covered by an approved purchase order. No bills will be approved for payment unless purchases were made on approved orders.

The superintendent and/or business manager is authorized to issue purchase orders without prior approval of the Board where formal bidding procedures are not required by law and when budget appropriations are adequate to cover such obligations.

The superintendent 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 business manager will direct payment of the just claims against the district. The superintendent and business manager are responsible for the accuracy of all bills and vouchers.

END OF POLICY

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### Legal Reference(s):

[ORS 244.040](#)  
[ORS Chapter 279](#), 279A, 279B,  
279C  
[ORS 294.311](#)

[OAR 125-025-0040](#)

### Cross Reference(s):

DJB - Petty Cash Accounts  
DJC - Bidding Requirements  
DJG - Vendor Relations  
EH - Data Management