

# Sherwood School District 88J

Code: **DJF**  
Adopted: 3/13/96  
Readopted: 7/01/08  
Orig. Code(s): 6610

## **Purchasing Procedures**

The business manager is appointed by the Board to serve as purchasing agent. He/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 regulations and state law as guidelines when performing public contract review functions. The superintendent and business manager will develop additional guidelines as necessary.

No obligation may be incurred by any officer or employee of the Board unless it has been previously 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 district will be standardized whenever consistent with educational goals and in the interest of efficiency or economy.

Bids will be called for on all orders for equipment or supplies and on building additions or construction estimated to equal or exceed the amount set by law as requiring public bidding, except in cases where the Board acts in an emergency and follows any applicable laws and administrative rules. Bids may be called for or quotations requested for items or services involving lesser amounts, if in the judgment of the Board or the superintendent or director of business services it is in the best interests of the district to do so.

The bid of the lowest responsible bidder will be accepted consistent with specifications on quality, service, delivery, and other requirements. Where the lowest bid is not accepted, alternative procedures set by the Board will be followed. In the event of the same or identical bids, the Board may accept any bid or may divide or reject any or all bids.

Opportunity will be provided to all responsible suppliers to do business with the district. To this end the business manager will develop and maintain lists of potential bidders for the various types of materials, equipment, and supplies. Such lists will be used in the development of a mailing list for distribution of specifications and invitations to bid. Any supplier may be included in the list upon request.

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

**Legal Reference(s):**

[ORS 279.850](#)

[ORS 279A.050](#)

[OAR 125-246-140-150](#)

**CROSS REFERENCE(S):**

BBFA - BOARD MEMBER ETHICS AND CONFLICTS OF INTEREST

OR. DEP'T OF JUSTICE, OR. ATT'Y GENERAL MODEL PUBLIC CONTRACT RULES MANUAL (2004).