

## **District Purchasing**

The primary functions of district purchasing are to comply with applicable state statutes and district policies, provide necessary supplies, equipment, and services to support the district's educational programs, and safeguard public assets. Items commonly used in the various schools and their respective programs will be standardized whenever consistent with educational goals and in the interest of efficiency or economy.

The superintendent or his/her designee 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 the purchase order system will be used, except for payrolls, student body funds, and recurring expenditures such as utilities, rents, and the like. Student body funds may be expended when properly requested and authorized by the appropriate building administrator. Student body funds are to be expended within the parameters of the foregoing policies. The business manager at his/her discretion may exempt payments from the purchase order system if it is determined that it is in efficient and economical to do so.

The superintendent or his/her designee is 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 and transportation services.

The business manager will review pending purchase orders of supplies and services to determine if they are within budget amounts. Pending purchase orders may be cancelled or returned to requestor if it is deemed that the request exceeds appropriations. After appropriate administrative review, the business manager will direct the issuance of purchase orders and the subsequent payment of just claims against the district. The superintendent and business manager are responsible for the accuracy of all bills and vouchers.

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