

**Saint Helens
School District 502**

Code: **DJ**
Adopted: 3/14/05
Readopted: 5/14/07
Orig. Code(s): DJ/DJA/DJF

District Purchasing

The function of district purchasing is to serve the educational program by providing the necessary supplies, equipment and services. The Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. 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.

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. No bills will be approved for payment unless purchases were made on approved orders, or unless the billing itself has been signed as approved for payment by business manager or designee. All purchases, contracts or agreement obligating district funds in excess of \$100,000 will require Board approval. 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 food service.

The 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 current budget appropriations are adequate to cover such obligations.

The business manager 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 business manager is responsible for the accuracy of all bills and vouchers.

No Board member, officer, employee or agent of this district shall use their official position to obtain financial loss or gain for themselves or any member of their household in any contract entered into by the Board, including acceptance of any gratuities, financial or otherwise, from any supplier of materials or services.

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 Ethics and Conflicts of Interest

DJA - Purchasing Authority

DJC - Bidding Requirements

DJFA - Use of District Credit Cards

DJG - Vendor Relations

ED - Material Resources Management

EH - Electronic Data Management

FEF/FEFB - Construction Contracts - Bidding and Awards