

**Saint Helens
School District 502**

Code: **DJA**
Adopted: 12/18/01
Readopted: 5/14/07
Orig. Code(s): DJA

Purchasing Authority

Requisitions for necessary supplies, services and equipment will be authorized only by the superintendent or director of support services. No purchase will be authorized unless covered by an approved purchase order, nor will bills be approved for payment unless purchases were made on approved orders or unless approved by superintendent and director of support services for budgeted amounts.

The deputy clerk is authorized to issue purchase orders for emergencies where formal bidding procedures are not required by law, and when budget appropriations are adequate to cover such obligations.

The deputy clerk will review bills due and payable for the purchase of supplies and services. After appropriate administrative review and signature by person ordering, the deputy clerk will direct the payment of just claims against the district. The superintendent and deputy clerk are responsible for the accuracy of all bills and vouchers.

END OF POLICY

Legal Reference(s):

[ORS 279.011 - 279.575](#)
[ORS 328.441 - 328.470](#)

[OAR Chapter 125](#)

Cross Reference(s):

DJ - District Purchasing
DJB - Petty Cash Accounts
DJC - Bidding Requirements
DJG - Vendor Relations
DK - Payment Procedures
ED - Material Resources Management
EH - Electronic Data Management