



Purchasing

The function of purchasing is to provide the necessary supplies, equipment and services for the operation of the ESD. Items commonly used will be standardized whenever possible, consistent with ESD goals and in the interest of efficiency or economy.

The director of business services is appointed by the Board to serve as purchasing agent. He/She will be responsible for developing and administering the ESD 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 ESD money, except payrolls, a requisition, voucher or purchase order system must be used.

No bills will be approved for payment unless purchases were made on approved orders. Single purchases, contracts or agreements obligating ESD funds in excess of \$150,000 will require prior Board approval. Purchases may not artificially be divided or fragmented as to constitute a smaller procurement to avoid Board review as per Oregon Revised Statute (ORS) 279A.025.

In rare cases when it is not possible to secure prior Board approval for single purchases, contracts or agreements obligating ESD funds in excess of \$150,000, the superintendent may consult with the Board chair and vice chair and make a decision to approve the purchase, contract or agreement. If approval is granted, the decision will be disclosed to the full Board at its next regular or special meeting.

The director of business services is authorized to issue all other purchase orders, contracts or agreements 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 director of business services will review bills due and payable for the purchase of supplies and services to determine they are within budget amounts. After appropriate administrative review, the director of business services will direct payment of the just claims against the ESD. The superintendent and director of business services are responsible for the accuracy of all bills and vouchers.

No Board member, officer, employee or agent of this ESD 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.

END OF POLICY

Legal Reference(s):

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

[ORS 328.441 to -328.470](#)
[ORS 334.125](#)

[OAR 125-055-0040](#)

Cross Reference(s):

BBA - Board Powers and Duties
BBFA - Board Member Ethics and Conflicts of Interest
DJC - Bidding Requirements
DJFA - Use of Purchase Cards
DJG - Vendor Relations
ED - Material Resources Management
EH - Electronic Data Management
FEF/FEFB - Construction Contracts - Bidding and Awards