

# Willamina School District 30J

Code: **DJA**  
Adopted: 1982  
Readopted: 1989; 9/04; 1/10/05  
Orig. Code(s): 6201.8

## Purchasing Authority

Purchase order for necessary supplies, services and equipment will be authorized by the superintendent and/or the deputy clerk, following building principal approval. 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.

The superintendent and deputy clerk are authorized to issue purchase orders without prior approval of the Board where formal bidding procedures are not required by law and when budget appropriations are adequate to cover such obligations.

The deputy clerk and district secretary 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 superintendent will direct payment of the just claims against the district. The superintendent and deputy clerk are responsible for the accuracy of all bills and vouchers.

END OF POLICY

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### Legal Reference(s):

[ORS 279.001 - 279-575](#)

[ORS 328.441 - 328.470](#)

[OAR Chapter 127](#)

### Cross Reference(s):

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