

**District Purchasing**

The function of district purchasing is to serve the educational program by providing the necessary supplies, equipment and services. Items commonly used in the schools will be standardized whenever consistent with educational goals and in the interest of efficiency or economy.

The Superintendent 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, except payrolls, a requisition and purchase order system must be used.

No purchase, with the exception of a petty cash purchase, will be authorized unless covered by an approved purchase order. No bills will be approved for payment unless purchases were made on approved orders except for the following: payments for utility services, payments for food service purchases, payments for services which are already supported by signed contracts.

The superintendent or 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, food service and transportation services.

The business manager and superintendent will review bills due and payable 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 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.

**END OF POLICY**

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Legal Reference(s):

ORS 244.040

ORS Chapters 279, 279A, 279B and 279C

ORS 294.311

ORS 328.441 - 328.470

ORS 332.075

OAR 125-025-0040