

Purchasing Authority

Purchase orders for necessary supplies, services, and equipment will be authorized only by the Superintendent. No 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.

The Superintendent is 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 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 Superintendent and Business Manager are responsible for the accuracy of all bills and vouchers.

The Building Principals and Secretaries, as designees of the Superintendent and Business Manager, are responsible for the building applicable trust and agency accounts used on their campuses. The Superintendent shall establish an administrative regulation dealing with purchasing procedure for the district funds and the building level trust and agency accounts.

END OF POLICY

Legal References:

ORS 279.011 - 279.575

ORS 328.441 - 328.470

OAR Chapter 127