



Code: DJ
Adopted: 4/18/89
Revised/Readopted: 11/18/97, 5/17/05

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 various schools and their subdivisions will be standardized whenever consistent with educational goals and in the interest of efficiency or economy.

The business manager 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.

All purchases of materials, supplies and services from any source (e.g. warehouse, online, store), must be documented by a purchase order (PO). Purchase orders must be approved by appropriate levels of management before orders are placed.

Exceptions not requiring a PO are:

- 1) Petty cash purchases, which must follow specific petty cash procedures.
- 2) Purchases associated with business travel, which must be documented on business expense reports that are pre-approved by management.
- 3) Purchases using an ESD credit card, which must follow specific credit card procedures.
- 4) Purchases made with personal fund, *which are allowed only in exceptional circumstances when use of a PO is not possible.*

Directors and managers, who are responsible for their budgets, will review and approve purchases for their department or program.

The superintendent or authorized designee will review and approve all expenditures and accounts used during the check writing process

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.

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

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](#)