PURCHASING HANDBOOK

HDESD Business Office

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1. OVERVIEW

The HDESD Purchasing Handbook provides clear, uniform guidelines for purchasing goods and services, setting spending limits, and ensuring that HDESD funds are used wisely and efficiently. It is designed to be a helpful resource for all staff, whether they are directly involved in procurement or not.

The handbook outlines the steps and procedures to follow when making purchases, helping staff understand their roles and responsibilities. By doing so, it supports a smooth and reliable purchasing process that is fair, transparent, and accountable.

In addition to helping maximize the value of our resources, this handbook ensures that all purchasing activities comply with local, state, and federal regulations. It also promotes ethical practices, safeguarding public trust and ensuring that we use public funds in the best possible way.

Key goals of this handbook include:

- Providing a straightforward process for purchasing goods and services
- Making sure we meet all legal requirements
- Encouraging wise use of resources and avoiding unnecessary spending
- Supporting staff in making informed purchasing decisions
- Ensuring fair competition among vendors

This document is meant to be a guide for staff to follow and refer to as needed. If at any point there is confusion or uncertainty, the Business Office is available for support and clarification.

2. PURCHASING POLICIES

The laws, board policies, administrative regulations, and guidelines that govern HDESD purchasing activities include, but are not limited to the following:

- **DJ-DJC, District Purchasing:** Ensures that all purchasing and bidding activities follow competitive and ethical standards.
- **DLC-AR, Travel Reimbursements:** Provides guidelines for submitting and approving travel-related business expenses.
- **DLC, Expense Reimbursements:** Outlines how employees can be reimbursed for work-related expenses, such as training or job-related needs.
- **DN, Disposal of District Property:** Authorizes the Superintendent to declare and sell surplus items, with Board approval required for items over $1,000. For grant-funded items, specific rules must be followed.
- **DIE, Audits:** Requires an annual audit of HDESD accounts by an accountant chosen by the Board. The audit report is submitted to the Board, the Oregon Department of Education, and the Oregon Secretary of State. The audit process is reviewed every five years.
- **DID, Properties Inventories:** Establishes requirements for maintaining an inventory of HDESD property, including fixed assets with a useful life greater than 12 months. Fixed assets include individual items valued at $10,000 or more and groups of like or similar items totaling $75,000 or more. Lower-value equipment may also be inventoried based on program or department requirements.
- **Oregon Public Contracting Code (ORS Chapter 279A to 279C):** Establishes rules for public procurement, including competitive bidding and awarding contracts, to ensure transparency and fairness.
- **Attorney General's Model Public Contract Rules (OAR Chapter 137-046 to 137-049):** Provides standardized procedures for public purchasing, covering how contracts are managed and awarded.

3. AUTHORIZATION LIMITS

At HDESD, spending limits are established to ensure responsible management of public funds and to maintain accountability throughout the purchasing process. These limits define the maximum amount that individuals in various roles can spend, helping to streamline decision-making while adhering to fiscal policies. The Superintendent is granted the highest level of purchasing authority, while other staff members are assigned limits based on their roles and responsibilities.

Spending limits ensure that transactions remain within appropriate approval levels and that any significant expenditures receive the necessary oversight. If a transaction exceeds the authorized limit for a staff member, it requires approval from a higher authority, including the Superintendent or the Board, depending on the amount.

The table below outlines the current spending limits by position at HDESD for both P-Card (purchase card) and purchase order transactions. The Superintendent has the authority to review and adjust these limits as needed to meet the organization's operational and compliance requirements.

Position	Spending Authorization Limits	P-Card Limits Per Transaction	P-Card Limits Per Month
Superintendent	$300,000	$5,000	$25,000
Executive Team	$100,000	$5,000	$15,000
Program Manager	$25,000	$5,000	$10,000
Program Staff	$5,000	$3,000	$5,000

**Exceptions approved by Executive Director and CFO*

4. THE LIFECYCLE OF A PURCHASE

4.1. Identifying a Need

Identifying a need is the first step in the procurement process. This involves recognizing a product, service, or resource required by HDESD, the region's school districts, or community partners to support their operations or goals.

To begin, review available resources—such as current inventory or internal services—to determine if the need can be met without making a new purchase. This helps prevent unnecessary spending.

Purchases at HDESD can vary in size, from small, routine items to large, complex purchases. Smaller purchases may not require as much time or oversight, but it's still important to identify what's needed and follow the basic procurement steps. Larger purchases, however, demand more time, thorough planning, and additional approvals to ensure they meet organizational and funding guidelines.

For all purchases, regardless of size, confirm that funding is available and ensure the purchase complies with specific guidelines from grants, departmental budgets, or other financial sources.

Setting a clear timeline for the purchase is also crucial. Larger purchases may require more time for approvals, vendor negotiations, and delivery, while smaller purchases can often move more quickly. Make sure there's enough time to place orders and meet deadlines.

Defining the exact requirements upfront helps prevent confusion later. Be specific about what's needed—whether it's goods or services—and outline important details, like size, quantity, or scope of work. Clear requirements also make it easier to compare vendor quotes and proposals to ensure they align with the organization's needs.

Additionally, explaining how the purchase supports broader organizational goals strengthens the case for approval, especially for larger purchases that require more justification.

Finally, obtain preliminary approval from key stakeholders before moving forward. Following these steps ensures efficient use of resources and that purchases, whether small or large, align with both organizational needs and budget.

4.2. Selecting a Vendor

When selecting a vendor, it is important to follow state, local, and federal procurement rules. The process may vary depending on the procurement type and the goods or services being purchased. Below is a summary of purchasing thresholds based on the category of purchase, including goods, services, personal service contracts, and architectural or engineering services:

4.2.1. Procurement Guidelines for State and Federal Funding

STATE / LOCAL FUNDS				
	Goods	**Services**	**Personal Service Contracts**	**Architects, Engineers, Related Services**
	Office supplies, furniture, IT equipment, classroom materials	*Janitorial services, landscaping, printing, minor repairs*	*Consulting, professional development, training, coaching*	*Architectural design, engineering, land surveying*
SMALL No competitive quotes required	Less than or equal **$25,000**	Less than or equal **$25,000**	Less than or equal **$25,000**	Less than or equal **$100,000**
INTERMEDIATE At least 3 written quotes	Between **$25,000-$150,000**	Between **$25,000-$150,000**	Between **$25,000-$150,000**	Between **$100,000-$250,000**
FORMAL Contact the business office	More than **$150,000**	More than **$150,000**	More than **$150,000**	More than **$250,000**

FEDERAL FUNDS				
	Goods	**Services**	**Personal Service Contracts**	**Architects, Engineers, Related Services**
	Office supplies, furniture, IT equipment, classroom materials	*Janitorial services, landscaping, printing, minor repairs*	*Consulting, professional development, training, coaching*	*Architectural design, engineering, land surveying*
SMALL No competitive quotes required	Less than or equal **$15,000**	Less than or equal **$15,000**	Less than or equal **$15,000**	Less than or equal **$100,000**
INTERMEDIATE At least 3 written quotes	Between **$10,000-$150,000**	Between **$10,000-$150,000**	Between **$10,000-$150,000**	Between **$100,000-$250,000**
FORMAL Contact the business office	More than **$150,000**	More than **$150,000**	More than **$150,000**	More than **$250,000**

4.2.2. New Vendor Setup

Individuals and businesses receiving payment from HDESD must be set up in SchoolERP Pro before a **Purchase Order (PO)** can be created or payment can be processed. This includes vendors, reimbursement recipients, stipend recipients, and other payees.

Vendor setup includes:

- **W-9 Information:** Required for applicable tax reporting and vendor setup
- **ACH Direct Deposit Information (Optional):** Allows payments to be issued electronically rather than by paper check
- **Additional Documentation:** Depending on the type of payment or service, additional documentation such as proof of insurance or contract information may be required

To begin vendor setup, employees should provide **Accounts Payable** with the vendor or payee's name and contact information. Accounts Payable will work directly with the vendor to collect any required W-9 or banking information through HDESD's approved secure process.

Employees should not request or collect W-9 forms or banking information from vendors themselves.

Changes to vendor contact or payment information must also be coordinated through Accounts Payable. Accounts Payable will confirm when setup is complete and the vendor is ready to use in SchoolERP Pro.

4.2.3. Online Marketplaces and eBay Purchases

HDESD should purchase goods from established vendors whenever possible. Online marketplaces such as eBay may include individual or third-party sellers that do not provide the same vendor accountability, warranty coverage, return options, or purchasing protections available through established vendors.

Purchases from individual sellers are not allowed.

Purchases from established business sellers through eBay or a similar online marketplace may be considered only when there is a clear business need and the purchase provides reasonable protections to HDESD. Before purchasing, staff should confirm:

- The seller is an established business rather than an individual seller
- The item is clearly described as new or in an acceptable condition
- The seller has a reasonable return policy
- Appropriate warranty coverage is available when applicable
- The seller has an established transaction history and satisfactory seller rating
- The purchase does not involve equipment or other items where condition, safety, reliability, or ongoing support creates additional risk

- The same or comparable item is not reasonably available through an authorized vendor, cooperative contract, or other established supplier at an acceptable overall cost

A lower purchase price does not always represent the best value to HDESD. Staff should consider the **total value and risk of the purchase**, including product condition, warranty, returns, shipping, vendor accountability, and the district's ability to resolve problems after the purchase.

Prior Business Office approval is required for purchases through eBay or similar online marketplaces.

For equipment used directly by students or staff, including adaptive equipment, technology, safety-related equipment, or other higher-risk items, an authorized or established vendor should be used whenever possible.

4.3. Contracts

A contract is a written agreement between HDESD and another party that explains what each party has agreed to do. It typically outlines what the vendor will provide, what HDESD will pay, when the agreement begins and ends, and any other requirements both parties must follow.

Contracts may have different names, such as a service agreement, rental agreement, lease, or other written agreement between HDESD and a vendor or outside organization.

Use the **Contract Quick Guide** below to determine when a contract may be needed, when additional review is required, and what steps to follow before signing an agreement.

If you are unsure whether a contract is needed or have questions about the contract process, contact the Contracts & Grants Analyst for assistance.

4.3.1. Contracts Quick Guide

CONTRACTS: QUICK GUIDE

A contract is a written agreement between HDESD and another party that explains what each party has agreed to do. It typically includes the goods or services being provided, cost, timeframe, and other terms or responsibilities.

1 Do I Need a Contract?

Answer the question below to determine if a contract or written agreement may be needed.

Does the purchase involve any of these items?

- Ongoing or professional services
- Deposit or advance payment
- Catering or event cancellation terms
- Facility or event-space rental
- Equipment or vehicle rental/lease
- Software or technology services
- Multi-year or recurring commitment
- Insurance or liability requirements
- Cancellation, renewal, or termination terms
- Other responsibilities that should be clearly documented

YES: A contract may be needed.
Review the contract and follow the Contract Workflow.

Not sure? Contact the Contracts & Grants Analyst before committing to the vendor.

2 Contract Workflow

1	2	3	4	5
REVIEW THE AGREEMENT	CHECK FOR ADDITIONAL REVIEW	OBTAIN REQUIRED REVIEWS	AUTHORIZED SIGNATURE	FINAL CONTRACT TO BUSINESS OFFICE
Review the agreement carefully.	Use the criteria below to determine if additional review is required.	Send to Contracts & Grants Analyst and any other required reviewer (ex. Technology, Legal).	Route to an authorized signer based on contract value (see limits below).	Provide the fully signed contract to the Business Office and retain with purchasing records.

Do not sign a contract, accept contract terms, pay a deposit or advance payment, or allow work to begin until any required reviews are completed.

ALL CONTRACTS REQUIRE BUSINESS OFFICE REVIEW
Regardless of amount, contracts must be reviewed by the Business Office before signing, and a copy of the fully signed contract must be provided to the Business Office.

3 When Additional Review Is Required

Contact the Contracts & Grants Analyst if the contract:

- Exceeds your authorized purchasing limit
- Involves a facility or other physical-space rental
- Involves a vehicle lease or rental
- Requires a deposit or advance payment
- Includes significant cancellation penalties, unusual payment terms, insurance/liability provisions, or other financial risk

Technology review may also be required if the contract:

- Involves software or technology systems
- Gives a vendor access to HDESD systems
- Involves staff/student PII or other confidential information

4 Spending Authorization Limits

Use the total value over the full term of the contract when determining purchasing authority.

Position	Authorization Limit
Superintendent	$300,000
CFO / CIO / CHRO	$100,000
Program Managers	$25,000
Program Staff	$5,000

Calculate the total cost over the entire term of the agreement, not just the first payment or first year.

5 Before You Sign

- [x] HDESD is named as the contracting party.
- [x] Scope, total cost, and timeframe are correct.
- [x] Payment terms, including any deposit or advance payment, are understood.
- [x] Cancellation, renewal, and termination terms have been reviewed.
- [x] HDESD can meet the responsibilities outlined in the agreement.
- [x] Insurance or liability requirements have been addressed, if applicable.
- [x] Business Office review has been completed.
- [x] All other required reviews have been completed, if applicable (ex. Technology, Legal).
- [x] The contract is being routed to an authorized signer based on the total contract value.

Questions? Contact the Contracts & Grants Analyst before signing an agreement, accepting terms, paying a deposit or advance payment, or allowing work to begin.

4.3.2. Personal Service Contracts

A **Personal Service Contract (PSC)** is used when HDESD engages an individual or independent contractor to provide professional or specialized services for a defined scope of work.

Before making a commitment to the contractor or allowing work to begin, the Program Manager must submit the **Personal Service Contractor Request Form and Contractor Checklist** to the Contracts & Grants Analyst. The request will be reviewed to determine whether the individual qualifies as an independent contractor and whether a PSC is appropriate.

The **Personal Service Contract Workflow** below outlines the full process, including required documentation, approvals, contract signatures, Purchase Order creation, and payment.

Important: Work may not begin until the Personal Service Contract is fully executed and a Purchase Order has been issued.

4.4. Making a Purchase

4.4.1. Requisitions and Purchase Orders

A **requisition** is the request to make a purchase. A **Purchase Order (PO)** is the approved authorization to move forward with that purchase.

Before submitting a requisition, confirm that:

- The vendor is active in **School ERP Pro**
- Funding is available
- Any required quotes, contracts, or other supporting documentation are complete

Requisition Requirements

Requisitions should provide enough information for the approver and Business Office to clearly understand **what is being purchased, why it is needed, the anticipated cost, and the appropriate funding source**.

At a minimum:

- Select the correct vendor and DAC
- Provide a clear description of the goods or services being purchased
- Include the applicable dates or service period for services, events, or recurring purchases
- Use the appropriate account code(s)
- Include shipping, fees, or other anticipated charges when applicable
- Attach required supporting documentation, such as quotes, contracts, agreements, MOAs, service agreements, agendas, or other relevant documentation

Types of Purchase Orders

- **Standard PO:** Used for a specific, one-time purchase when the items/services and anticipated cost are known
- **Blanket PO:** Used for ongoing or recurring purchases when individual transactions will occur throughout a defined period, such as utilities or ongoing service agreements

Services Require a PO

All services must be processed through a PO and approved before work begins. P-Cards may not be used to pay for services unless an exception is approved in advance by the Business Office.

A service generally means an individual or company is being paid to **perform work for HDESD**, rather than simply purchasing an item. Examples include consulting, training, repairs and maintenance, moving, installation, printing or marketing services, and catering.

Depending on the type of service, a contract or other agreement may also be required.

TIP: If an individual or company is being paid to **do something for HDESD**, assume a PO is required. Contact the Business Office before authorizing the work if clarification is needed.

Approval and PO Issuance

Once submitted, the requisition is routed electronically to the appropriate approvers. Depending on the program, funding source, and purchase amount, approval may include the program supervisor or budget approver, Contracts & Grants Analyst, CFO, Superintendent, or other designated approvers.

Each approver reviews the request for the items that fall within their responsibility, such as business need, available funding, account coding, procurement requirements, contracts, or purchasing authority.

After all required approvals are complete, the Business Office reviews the requisition and converts it into a Purchase Order (PO).

Purchase Process:

Vendor and documentation ready → Submit requisition → Required approvals → Business Office review → PO issued → Order placed or work begins

IMPORTANT: A submitted or partially approved requisition is **not** authorization to make the purchase. Do not place an order, authorize services, or allow work to begin until the PO has been issued.

PLAN AHEAD: Submit requisitions early enough to allow time for procurement review, approvals, and PO processing **before the purchase or service is needed**.

For step-by-step instructions on creating and submitting a requisition in School ERP Pro, see the **School ERP Pro Purchasing User Guide**.

4.4.2. Gratuities & Tips

HDESD allows reasonable gratuities for certain approved **food and transportation expenses**. Gratuities are not generally permitted for other services.

For approved **food purchases**, a gratuity of up to **20%** is allowed. This includes dine-in meals, takeout or pickup orders, and food delivery, including services such as Uber Eats and DoorDash.

For approved **transportation**, a gratuity of up to **10%** is allowed for taxi, Uber, and Lyft rides.

Gratuities are **not allowed for other service providers**, including catering, movers, contractors, consultants, repair technicians, installers, and similar services. Any expected labor, delivery, setup, or service costs should be included in the vendor's quote, invoice, or contract rather than added as an optional gratuity.

Travel Meals

Gratuities for meals while traveling are already included in the applicable meal per diem and are not reimbursed separately. See **Business Travel Reimbursement** for additional guidance.

Required Service Charges

A **mandatory service charge or vendor-required fee is not considered a gratuity**. It is part of the cost of the purchase and may be paid as part of the approved expense.

Examples include automatic service charges, required delivery fees, setup fees, and other vendor-imposed charges.

General Rule: A charge required by the vendor is part of the cost of the purchase. An optional amount added by the purchaser is a gratuity. Gratuities are only allowed for approved food purchases (up to 20%) and taxi, Uber, or Lyft transportation (up to 10%). Gratuities for other service providers are not allowed.

Documentation

Receipts or invoices must show the purchase amount and any gratuity or required service charge.

For service purchases, known service charges and vendor-required fees must be included in the quote and Purchase Order (PO) so the PO reflects the full expected cost of the service.

Grant-Funded Purchases

Some grants or restricted funding sources may not allow gratuities. Programs are responsible for confirming allowability before the purchase is made.

If clarification is needed regarding a gratuity or service charge on a grant-funded purchase, contact the **Grant Manager before the purchase is made**.

4.4.3. Procurement Cards (P-Cards)

HDESD's US Bank Visa Purchasing Card (P-Card) program provides an efficient purchasing method for certain small and mid-level business purchases. P-Cards are intended primarily for authorized, one-time, low-risk purchases that support district operations and do not require a contract, recurring commitment, or another established purchasing process.

P-Cards are a purchasing tool and do not replace HDESD procurement requirements. Cardholders are responsible for following the Purchasing Handbook, applicable funding restrictions, P-Card procedures, and guidance issued by the Business Office. The P-Card User Agreement establishes the same expectation.

For step-by-step instructions for using US Bank Access Online, allocating transactions, entering comments, uploading documentation, and other P-Card processes, refer to the **HDESD P-Card Reference Guide**.

How to Obtain a P-Card

P-Cards are issued when there is a documented business need and a P-Card is determined to be an appropriate purchasing method.

To request a P-Card, complete the **P-Card Request Form** located in the P-Card Google Drive. Requests may be submitted for an individual employee card or a program/department card.

Access to the P-Card Google Drive may be limited. Employees who cannot access the request form should contact their supervisor, program administrator, or Accounts Payable for assistance.

Requests are electronically routed through the required approval process, including the approving manager, CFO, and Accounts Payable. Submission of a request begins the review process but does not guarantee that a card will be issued.

Before a card is issued, the cardholder or Program Card Owner must:

- Complete required P-Card training
- Review applicable P-Card policies and procedures
- Acknowledge the **HDESD P-Card User Agreement**

These onboarding requirements must be completed before the card is issued.

Cardholder Responsibilities

Cardholders are expected to use HDESD purchasing cards **appropriately and for authorized business purposes only.**

Cardholders must:

- Use the P-Card only for authorized HDESD business purchases
- Ensure purchases are appropriate, reasonable, and related to district business
- Follow HDESD purchasing policies, approval requirements, and funding restrictions
- Stay within established P-Card limits and obtain required approvals before making higher-value purchases
- Avoid splitting transactions to bypass P-Card limits, approval requirements, or procurement thresholds
- Obtain and submit required receipts and supporting documentation
- Provide a clear business purpose and accurate account coding
- Review and reconcile transactions by established deadlines
- Safeguard the card and related account information

- Promptly report lost, stolen, compromised, disputed, or questionable card activity
- Respond promptly to Business Office requests for documentation or clarification
- Cooperate with monitoring, internal control reviews, and audits

Accountability for transactions remains with the cardholder even when administrative or reconciliation support is provided by another employee.

P-Card Security, Sharing, and Online Accounts

Cardholders are responsible for safeguarding the P-Card, PIN, card number, and related account information.

An individually issued P-Card may only be used by the employee whose name appears on the card and may not be shared with other employees or individuals.

Program or department cards must be managed by the designated Program Card Owner and used in accordance with approved program procedures.

HDESD P-Cards should not be stored or saved as a payment method within an employee's personal online account or profile, including personal Amazon, Uber, retail, travel, or similar accounts. When an online account is required to conduct district business, employees should use an HDESD business or district-related account whenever available.

Saving a district card to a personal account increases the risk of accidental personal charges and improper use.

Lost, stolen, or compromised cards must be reported immediately to:

1. US Bank, and
2. The HDESD Business Office

P-Card Limits

P-Card limits are established based on position and business need. The standard transaction and monthly limits are outlined below. Temporary increases may be approved when a legitimate business purchase exceeds the cardholder's assigned limit.

Position	Limits Per Transaction	Limits Per Month
Superintendent	$5,000	$25,000
Executive Team	$5,000	$15,000
Program Manager	$5,000	$10,000
Program Staff	$3,000	$5,000

P-Card Usage Guidelines

P-Cards may be used for approved one-time purchases that do not require a contract, recurring commitment, or another established purchasing process.

Typical allowable purchases include:

- Office and classroom supplies
- Art, books, games, and instructional materials
- Health and hygiene supplies
- Event supplies
- Postage, shipping, and mailing costs
- Professional memberships and dues
- Approved meeting or training refreshments purchased directly from a store or restaurant (catering services must be processed through a PO)
- Digital resources or apps with required Technology approval
- Pre-approved travel expenses such as airfare, lodging, registration fees, parking, local transportation, and baggage fees

Some purchases require a Purchase Order, reimbursement, fleet card, additional approval, or another established process rather than a P-Card. Examples include:

- **All services:** Services may not be purchased with a P-Card and must be processed through a Purchase Order. This includes **professional and consulting services, maintenance and repairs, installation, construction, catering, printing, and other contracted or service-based work**
- **All rentals:** Rentals may not be purchased with a P-Card and must be processed through a Purchase Order. This includes building or facility rentals, equipment rentals, vehicle rentals, storage rentals, and other rental agreements
- Recurring services, subscriptions, or automatic renewals unless specifically approved
- Technology purchases requiring Technology review
- Travel meals covered by per diem
- Mileage reimbursed through the established reimbursement process
- Vehicle fuel, which should be purchased using a district fleet card
- Gift cards or other cash equivalents, which require Business Office pre-approval and the established gift card process

Prohibited Purchases

P-Cards may not be used for personal purchases or for purchases that violate HDESD policy, applicable laws, funding requirements, or established purchasing procedures. **Prohibited purchases include, but are not limited to:**

- Personal purchases
- Alcohol, tobacco, gambling, or entertainment
- Firearms, ammunition, explosives, or controlled substances
- Fines, penalties, or late fees
- Payments against an existing Purchase Order
- Transaction splitting to bypass P-Card limits or procurement thresholds
- Unauthorized gifts, donations, or contributions
- Personal use of points, miles, rewards, or other benefits earned from HDESD purchases

Employees may not personally benefit from loyalty or rewards programs associated with HDESD P-Card purchases. This includes, but is not limited to, **frequent flyer miles, hotel rewards, store loyalty rewards, Costco Executive Membership rewards, points, cash back, or other benefits that accrue to an individual. Any rewards or benefits earned through an HDESD purchase must accrue to HDESD, not the employee.**

If you are unsure whether a purchase is allowed on a P-Card, contact the Business Office before making the purchase.

Limit Increases

Temporary P-Card limit increases require advance approval.

Complete the **P-Card Limit Increase Request Form** before making the purchase. Requests are electronically routed through the required approval process. The purchase may proceed only after Accounts Payable confirms that the increased limit is active.

Orders may not be split into multiple transactions to avoid a P-Card limit, approval requirement, or competitive procurement threshold.

Allocation and Reconciliation

P-Card transactions must be reviewed and properly allocated in US Bank by the **27th of each month,** or by the deadline communicated by Accounts Payable when the 27th falls on a weekend or holiday.

Required receipts and supporting documentation must be uploaded to the designated P-Card Google Drive by the **5th of the following month**.

Each transaction must include:

- The correct account code
- A clear description of the business purpose

- Required receipts
- Any additional supporting documentation

Transactions should be reviewed regularly throughout the month rather than waiting until the monthly deadline. Regular review helps keep budgets current and allows coding or documentation issues to be corrected promptly.

For detailed instructions on allocating transactions, entering comments, and uploading documentation, refer to the **HDESD P-Card Reference Guide**.

Receipts and Documentation

Every P-Card transaction must be supported by an itemized receipt or invoice sufficient to identify the purchase.

Documentation should identify, as applicable:

- Vendor
- Date of purchase
- Items purchased
- Individual item pricing
- Quantity
- Total purchase amount

The receipt or invoice amount must support the P-Card transaction. Packing slips, quotations, or order confirmations do not replace an itemized receipt or invoice.

Additional documentation may be required depending on the purchase, including:

- Event documentation for meeting food, lodging, airfare, or applicable travel expenses
- Required quotes or sole-source documentation
- Approved gift card documentation

Shipped Goods

For shipped goods, documentation must also confirm:

- What was received
- When it was received
- Where it was received
- Who received it

Carrier tracking marked “Delivered” is not sufficient by itself. The person receiving the items must confirm receipt.

Items should be shipped to an HDESD facility whenever possible. Employee homes and personal addresses may not be used for HDESD deliveries. Non-HDESD delivery locations

must directly support an authorized program or service and meet applicable receiving requirements.

Refer to the **Receiving & Delivery Confirmation Guide** for additional requirements and examples.

Equipment or other property subject to HDESD inventory or tracking requirements must also be documented in accordance with applicable property procedures.

Accidental Personal P-Card Purchase

Personal purchases are prohibited on HDESD P-Cards.

If a personal purchase is made accidentally, the cardholder must promptly notify the Business Office and complete the **Personal P-Card Purchase Form**. The employee is responsible for reimbursing HDESD and providing all required documentation.

Cardholders should also review any online accounts involved in the transaction and remove the HDESD P-Card from personal payment profiles to prevent additional accidental purchases.

Failure to promptly report and resolve an accidental personal purchase may result in suspension or revocation of P-Card privileges.

Unauthorized Charges and Disputes

Cardholders must regularly review P-Card activity and promptly report questionable transactions.

An **unauthorized charge** is a transaction the cardholder did not make or authorize. Unauthorized or fraudulent charges must be reported immediately to US Bank and the Business Office.

A **dispute** involves an authorized transaction where there is a problem with the purchase, such as:

- An incorrect amount
- A duplicate charge
- Goods that were not received
- A canceled transaction that was still charged
- A defective or significantly misrepresented item

Cardholders are responsible for working with the merchant and US Bank as necessary to resolve disputes and responding promptly to requests for supporting documentation.

Refer to the **HDESD P-Card Reference Guide** for detailed procedures.

Oversight and Review

P-Card transactions are subject to review and approval through HDESD's established processes. Cardholders are responsible for providing complete and accurate documentation and responding to requests for additional information or clarification.

The Business Office monitors P-Card activity for compliance with purchasing requirements and may conduct additional review of unusual, higher-risk, higher-dollar, or potentially noncompliant transactions. P-Card activity and supporting documentation may also be reviewed as part of internal or external audits.

The Business Office may adjust card limits, temporarily suspend a card, or revoke P-Card privileges when necessary.

Ongoing Card Need

P-Cards are issued based on an identified and continuing business need.

Accounts Payable will contact cardholders after approximately **six months of inactivity** to confirm whether the card is still needed. Cards that remain **inactive for 12 months will be deactivated**.

Temporary Suspension and Returning Your Card

The Business Office may suspend a card due to compliance, documentation, security concerns, or when there is no longer a clear business need for the card. A card may also be temporarily suspended at the cardholder's request as a preventive measure during periods when the card will not be needed.

Examples include:

- Summer break
- Medical or other extended leave
- Temporary changes in work assignment

Temporary suspension can help prevent accidental or unauthorized purchases when a card is not being used. To request a suspension, contact Accounts Payable with the **suspension and reactivation dates**.

P-Cards are HDESD property and must be returned when:

- Employment ends
- An employee transfers or changes roles and the card is no longer needed
- The Business Office requests the card's return

Cardholders leaving HDESD must return the P-Card to their supervisor or the Business Office. The Business Office will cancel the card and complete any necessary account updates.

4.4.4. Equipment and Capital Assets

Capitalization Defined

Capitalization means recording a purchase as a long-term asset rather than recognizing the full cost as an expense in the year of purchase. Most everyday purchases do not meet the requirements for capitalization and are therefore recorded as expenses when purchased. For example, $500 of printer paper would be expensed immediately.

Higher-value items that meet HDESD's capitalization requirements are recorded as capital assets and depreciated over their useful life. For example, a $12,000 photocopier with a five-year useful life would be capitalized rather than expensed all at once.

Capitalization Thresholds

HDESD applies the following thresholds to assets with a useful life greater than 12 months:

- An **individual item** costing **$10,000 or more**
- A **group of like or similar items** totaling **$75,000 or more**, even when the individual items each cost less than $10,000

Purchases meeting these thresholds should be identified and recorded in accordance with HDESD fixed asset procedures.

Equipment valued under $10,000 may still be tracked or inventoried based on program, grant, or department requirements.

Procedures

When a purchase meets the applicable threshold, notify the Business Office so the asset can be recorded appropriately. Use the applicable Capital Expenditures object code when entering the purchase.

If you are unsure whether a purchase qualifies as a capital asset or should be tracked as equipment, contact the Business Office for guidance.

Capitalization Threshold Examples

- **Single Item Over Threshold**

  A photocopier is purchased for $12,000. Because the cost exceeds the $10,000 individual-item threshold and the asset has a useful life greater than 12 months, it meets the capitalization threshold.

- **Group of Like Items**

  Furniture is purchased for multiple offices at a total cost of $80,000. Although each individual piece costs less than $10,000, the combined purchase exceeds the $75,000 group threshold and the items are like or similar, so the group meets the capitalization threshold.

- **Mixed Items, Different Purposes**

  CTE kits are purchased for different programs for a combined total of $80,000. Because the kits are not like or similar items serving the same purpose, they are not treated as a single group for the $75,000 threshold. However, any individual kit costing $10,000 or more would still meet the individual-item threshold.

Technology Software and Subscriptions

Technology software and subscriptions lasting 12 months or longer are tracked by the Business Office to ensure compliance with accounting standards. Be sure to attach all

relevant quotes, licenses, and subscription agreements to the purchase orders for technology software and subscriptions. Additionally, notify the Business Office of any new subscriptions. For guidance on whether a subscription should be capitalized, contact the Business Office.

4.5. Managing a Purchase

4.5.1. Purchase Order Changes

If there are any changes to the quantity, price, scope, or funding of a purchase, it's important to update the PO accordingly. Significant changes, such as large price adjustments or shifts in scope, may need additional review or approval. To help prevent any errors or payment delays, please notify Accounts Payable as soon as changes are identified so that the PO can be updated.

4.5.2. Personal Service Contract Amendments

If there are any changes to the scope, price, or dates of a Professional Service Contract, contact Katie Huff in the Business Office. For minor changes, Katie will handle the amendment and adjust the contract directly. If the change is more significant, the contract will be revised and sent to all relevant parties for their review and initials.

It's important to process all amendments promptly to ensure accurate records and compliance with contract terms. If you're unsure whether a change requires an amendment, Katie Huff in the Business Office can provide clarification.

4.6. Receiving a Purchase

All purchases made with HDESD funds must be received and documented before the transaction is considered complete. Proper receiving documentation confirms that the goods ordered were actually received and supports accurate payment, grant compliance, and audit requirements.

Receipt documentation must clearly show:

- What was received
- When it was received
- Where it was received
- Who received it

Carrier tracking showing that a package was “Delivered” does not, by itself, confirm receipt. Tracking should be supported by documentation or written confirmation from the person who received the items.

Items should be shipped to an HDESD facility whenever possible. Shipping to a non-HDESD location should be limited to approved program or service locations that directly support an authorized HDESD program. Employee home addresses and other personal addresses may not be used for HDESD purchases.

For Purchase Orders shipped to an HDESD facility, electronic receiving may be completed in School ERP Pro once the purchaser has confirmed that the correct items were received.

Supporting delivery documentation should also be retained with the PO whenever possible. Electronic receiving should not be completed for items that have not yet been received.

For Purchase Orders shipped to a non-HDESD location, or for P-Card purchases, written confirmation and supporting delivery documentation are required.

For additional requirements, examples, and acceptable documentation, refer to the **Receiving & Delivery Confirmation Guide** or contact the Business Office.

4.7. Reconciling a Purchase

4.7.1. Invoicing and Payment

Vendors must submit invoices and related receiving documentation (e.g., packing slips, delivery receipts, service completion reports, certificates of inspection) to:

Email (preferred): accountspayable@hdesd.org

Mail:
High Desert ESD
ATTN: Accounts Payable
2804 SW Sixth Street
Redmond, OR 97756

Email submissions are preferred as they are faster, more secure, and easier to track. If original invoices are mistakenly sent to a site or department, they should be promptly forwarded to the Business Office

Invoice Requirements

To be accepted for processing, all invoices must clearly include:

- Unique Invoice Number (no duplicates, quotes, or pro forma invoices)
- Invoice Date
- Vendor Name and Remittance Address
- Purchase Order (PO) Number (if applicable)
- Description of Purchase (sufficient detail to identify goods/services provided)
- Total Amount Due

Invoices that are missing key information (e.g., no description, no invoice number, or a screenshot of an email instead of a formal invoice) will be returned to the vendor and not processed until corrected.

Best Practices for Vendors & Staff

- Always reference the PO number on the invoice to avoid processing delays

- Use **clear, itemized descriptions** instead of generic terms like “services” or “supplies”
- Submit invoices **once only** — avoid duplicates by email + mail.
- Ensure the invoice matches the **receiving documentation** (quantities, dates, services completed)
- For recurring services, invoices should clearly indicate the **period of service** (e.g., “July 1–31, 2025”)
- Avoid handwritten invoices or screen captures — all invoices should be formal, legible documents

Accounts Payable Processing

For normal or blanket Purchase Orders, Accounts Payable will match the invoice with the purchase order and any receiving documentation to ensure accuracy. The invoice is then approved for payment by the original PO creator or an authorized individual. Alternatively, the purchaser can electronically receive the goods or services in the School ERP Pro system, which also serves as approval for payment. Once approved, payment is processed using the agreed-upon method, such as a check or ACH transfer.

4.7.2. Closing POs

Program and administrative personnel should regularly review open POs to ensure they are closed when no longer needed. For most normal or blanket POs, Accounts Payable can close the PO once the final invoice has been fully received and paid. However, for other types of POs, the program or department must request closure by emailing Accounts Payable. Accounts Payable will then review the PO for any pending invoices and either close it or advise that it remain open.

4.8. Surplus Property & Disposal

The Superintendent is authorized to declare HDESD property as surplus and approve its disposal when it is no longer useful, too costly to repair, or obsolete. For items valued at $1,000 or more, Board approval is required. If the property cannot be sold, it may be transferred to another school district, public agency, or non-profit organization. Any property purchased with grant funds must be disposed of according to the grant’s guidelines or applicable state and federal regulations.

5. YEAR-END RESPONSIBILITIES

5.1. Year-End Purchasing Deadlines

Each year, typically in April, the Business Office publishes important year-end purchasing deadlines. These deadlines outline key dates for payroll submissions, employee reimbursements, and general HDESD purchasing to ensure all financial transactions are properly recorded within the correct fiscal year. Instructions include freeze dates for P-Card purchases and reminders for distributing gift cards before year-end.

By adhering to these deadlines, the Business Office ensures that all purchases are properly accounted for in the correct fiscal year. However, exceptions may be granted on a case-by-case basis.

It is important for purchasers to be mindful of delivery lead times and plan accordingly. Any purchases that arrive after the fiscal year-end must be recorded as expenditures in the new fiscal year, even if the order was placed before the deadline.

5.2. Open POs

As a best practice, it is recommended to close as many POs as possible before the end of the fiscal year. Leaving POs open after the fiscal year requires accruing them to the prior year, which can be a time-consuming and resource-intensive process for both the Business Office and department staff. Regularly reviewing and closing open POs when they are no longer needed helps streamline the year-end process.

Purchasers should frequently monitor their open POs to ensure that goods or services have been fully received and that invoices have been paid. If a PO is no longer active or needed, it should be closed promptly. This ensures expenses are properly allocated to the correct fiscal year and reduces the administrative burden of carrying over unnecessary POs.

If a PO must remain open due to pending deliveries or other reasons, clear communication with the Business Office is essential to ensure proper tracking and accounting.

6. OTHER POLICIES AND PROCEDURES

6.1. Reimbursements

6.1.1. Business Mileage Reimbursement

The nature and scope of an employee's work may require travel away from their primary assigned worksite. With supervisor approval, employees may use an available district-owned or district-leased vehicle or their personal vehicle for authorized HDESD business travel.

Employees using a personal vehicle for authorized business travel will be reimbursed at the IRS mileage rate in effect at the time the mileage is incurred. The mileage reimbursement rate is intended to cover the costs associated with operating a personal vehicle; additional vehicle operating expenses may not be claimed separately.

Employees using a personal vehicle on behalf of HDESD must maintain personal liability and property damage insurance at least at the minimum level required by Oregon law.

Reimbursable Mileage

Employees may be reimbursed for mileage driven for authorized HDESD business beyond their normal commute between home and their primary assigned worksite. Normal commuting mileage is not reimbursable.

Employees should record actual work travel using the most direct and efficient route necessary to perform their work duties. Employees do not need to travel to their primary worksite before beginning or ending business travel.

When business travel begins or ends at home, the employee's normal commute must be deducted as follows:

- **Travel begins and ends at the primary worksite:** No commute deduction is required
- **Travel begins and ends at home:** Deduct the employee's normal round-trip commute between home and the primary worksite
- **Travel begins at the primary worksite and ends at home, or vice versa:** Deduct one leg of the employee's normal commute

If the required commute deduction equals or exceeds the business miles driven for the day, there are no reimbursable miles for that day.

Submitting Mileage

Mileage reimbursement requests must be submitted using the current **Regular Business Mileage Reimbursement Form**. Each trip should identify the starting location, ending location, business purpose, and miles driven. Each leg of a trip should be recorded separately.

For student or family home visits, employees should not include the exact home address. Home visits should be identified using the city and student initials to protect confidentiality.

Completed mileage forms should be submitted monthly to the employee's liaison for supervisor approval and processing by the Business Office. Mileage reimbursement requests should be submitted within the fiscal year in which the travel occurred. Requests submitted after **June 30** may be denied.

Examples of common mileage and commute-deduction scenarios are included on the current **Regular Business Mileage Reimbursement Form**.

6.1.2. Business Travel Reimbursement

Business travel may include travel that is part of an employee's regular work assignment as well as travel for conferences, training, workshops, or other approved HDESD business.

Pre-Travel Approval

Travel expenses beyond regular business mileage must be approved by the employee's supervisor **before travel occurs**. Employees should complete the current **Business Travel Authorization and Expense Reimbursement Form** with the anticipated travel expenses and obtain supervisor approval before making travel arrangements.

Travel expenses must also follow HDESD's established purchasing and approval processes. **Expenses requiring a Purchase Order must have an approved PO in place before travel occurs.**

Paying for Travel Expenses

Whenever possible, approved travel expenses should be paid directly by HDESD using a P-Card rather than an employee's personal funds. **Expenses requiring a Purchase Order must have an approved PO in place before travel occurs.**

Meals and personal vehicle mileage are reimbursed to the traveler in accordance with HDESD per diem and mileage requirements and should not be paid with a P-Card.

Employees should use personal funds for other travel expenses only when necessary and when an HDESD payment method is not available. HDESD does not provide cash advances for travel.

For approved travel involving individuals who are **not HDESD employees**, travel expenses may be paid directly by HDESD or reimbursed to the traveler as authorized. When reimbursement is required, the anticipated expenses must be included on an approved Purchase Order before travel occurs.

Transportation

Approved transportation may include a district-owned or district-leased vehicle, an employee's personal vehicle, airfare, rental car, public transportation, taxi, or other appropriate transportation.

The appropriate method of transportation should consider cost, travel time and distance, accessibility, number of destinations, and the business purpose of the trip.

See **Business Mileage Reimbursement** for requirements related to use of a personal vehicle and mileage reimbursement.

Gratuities for taxi, Uber, or Lyft transportation must follow the **Gratuities & Tips** guidelines in this handbook.

Lodging

Lodging should be paid in advance using a P-Card or Purchase Order whenever possible. Lodging rates must comply with the limits established in HDESD travel policy. Rates exceeding the applicable limit require supervisor approval prior to travel.

Employees should request the government rate or lowest reasonable available rate when making reservations.

Meals and Per Diem

Employees traveling overnight for approved HDESD business may receive meal per diem. **P-Cards should not be used for employee meals covered by per diem.**

Per diem is only allowed for meals that are not otherwise provided or paid for by HDESD or another source. For example, per diem may not be claimed for breakfast included with lodging or meals provided as part of a conference, training, meeting, or event.

Meal per diem includes any applicable gratuity; gratuities may not be claimed separately in addition to the per diem. Meal receipts are not required when per diem is provided.

In-State Meal Per Diem

For in-state travel, the following meal per diem rates apply:

Breakfast	$22
Lunch	$23
Dinner	$36

For partial day travel (the first and last day), meal per diem will be paid based on the following schedules:

Initial Day of Travel	Breakfast	Lunch	Dinner	Total
Leave home before 7:00 am	$22	$23	$36	**$81**
Leave home between 7:00 am to 12:00 pm	$0	$23	$36	**$59**
Leave home between 12:00 pm and 5:00 pm	$0	$0	$36	**$36**

Final Day of Travel	Breakfast	Lunch	Dinner	Total
Return home before 12:00 pm	$22	$0	$0	**$22**
Return home between 12:00 pm to 6:00 pm	$22	$23	$0	**$45**
Return home after 6:00 pm	$22	$23	$36	**$81**

Out-of-State Meal Per Diem

For out-of-state travel, meal expenses may be reimbursed using the applicable **GSA per diem rate for the destination location**. The applicable GSA documentation must be included with the reimbursement request.

As with in-state travel, per diem is not allowed for meals already provided or paid for by HDESD or another source.

After Travel

After travel is complete, employees should update the **Business Travel Authorization and Expense Reimbursement Form** with actual travel expenses and identify expenses already paid by HDESD and any amounts being requested for reimbursement.

Required receipts and supporting documentation, such as **conference agendas, lodging receipts, or transportation receipts**, must be included as applicable. The completed form should be submitted through the employee's liaison for supervisor approval and processing by the Business Office.

Current travel forms are available on the HDESD website.

6.1.3. Non-Travel Expense Reimbursement

Employees may request reimbursement for approved **non-travel business purchases** paid with personal funds, such as supplies, materials, or other allowable goods.

Reimbursement requests must be submitted using the current **Expense Reimbursement Form** and include an itemized receipt and any other required supporting documentation. Purchases must comply with applicable HDESD purchasing requirements and funding restrictions.

Services may not be paid with personal funds and submitted for reimbursement. Services must be processed through the established Purchase Order process.

Current reimbursement forms are available on the HDESD website.

6.2. Gift Cards

All gift card purchases must receive prior approval from the Business Office, and purchasers are required to complete the mandatory Gift Card Purchasing Training. Any gift cards provided to employees will be treated as taxable income, in accordance with IRS regulations.

Programs using gift cards must follow these guidelines:

- Use the HDESD Gift Card Request Form and tracking log
- Store all gift cards in a locked and secure location
- Disperse all gift cards by the end of the fiscal year or the grant period, whichever comes first
- Federal funds cannot be used to purchase gift cards unless a written waiver from the granting agency is obtained
- Submit the tracking form to the Business Office within 30 days of distributing the gift cards or by June 30, whichever is earlier

The Gift Card Purchase Form and tracking log can be found on the HDESD Business Office website.

6.3. Communication and Connectivity Services

6.3.1. Cell Phones, Hot Spots and Internet Services

All purchases, changes, or adjustments related to cell phones, hot spots, and internet services must be coordinated through the Tech Department and the Business Office. Programs are not authorized to purchase or make changes to these services independently.

Before proceeding with any requests or modifications, programs must contact Traci Burk in the Tech Department and Allison Legg in the Business Office. This ensures that all purchases comply with procurement policies, funding guidelines, and technical requirements.

6.3.2. Application “APP” Purchases

Application software, commonly known as an application or app, is designed to help users perform specific tasks on a computer or mobile device. Examples include enterprise software, accounting programs, office suites, graphic design tools, and media players. Many apps primarily deal with documents. Apps can either be bundled with system software or sold separately.

App Purchase Guidelines

All app purchases must be made through the Volume Purchase Program (VPP). App purchases using iTunes gift cards are not allowed.

The VPP requires an authorized purchaser account. HDESD may have multiple accounts, including both program-specific accounts and a general account. Program accounts will be established for departments or programs with enough volume to justify their own

account. For programs with smaller volume, app purchases will be made through the general account. Currently, there is one program account for assistive technology purchases and one general account for all other purchases. Both accounts are managed in a similar way. Program-authorized purchaser accounts are set up through John Allen in the Technology Department.

Purchasing Apps through the VPP

App purchases via the VPP follow HDESD's standard purchasing procedures.

For the general account, John Allen is responsible for purchasing and managing app vouchers. These purchases are initially coded as a prepaid expense (an asset) and transferred to expense accounts on a quarterly basis as they are used. Any unused balance will roll forward to the following year.

Request Process for General Account Apps:

1. Staff submits app requests to John Allen via email, including the account code, with a copy to the liaison and supervisor
2. The supervisor or liaison approves or denies the request
3. If approved, John Allen sends a reply-all email with the app install code, including a copy to Accounts Payable in the Business Office
4. Accounts Payable records the account code and app cost on a spreadsheet and transfers expenses quarterly from the prepaid account to the appropriate expense accounts
5. The staff member logs into their HDESD iTunes account (using their HDESD email address) to download and install the app
6. When an employee leaves HDESD, their iTunes account is transferred to the liaison, and apps can be reassigned to the next employee

Program Account App Purchases:

The process for program accounts is similar to that of the general account. If the program uses only a single expense account, it may not be necessary to reclassify expenses. The expense will be recognized at the time of purchase. However, if a program account uses multiple cost centers, the quarterly transfer of expenses will resemble the process for the general account.

For programs with predictable app usage, the original purchase may not need to be recorded as a prepaid expense. Every effort should be made to avoid carrying forward prior-year account credits into the next fiscal year. If a program’s account is depleted toward the end of the year, the program can still follow the process under the general account to make app purchases.

6.4. Equipment and Leases

6.4.1. Equipment Leases

All equipment leases, including but not limited to copy machines and other leased equipment, must be coordinated through the Business Office to ensure compliance with procurement policies and proper accounting treatment.

6.4.2. Equipment Lease Management and Review

The Business Office is responsible for managing and reviewing all equipment lease agreements. This includes evaluating lease terms, monitoring lease durations, and tracking renewals or changes.

Before initiating a new lease or modifying an existing one, contact the Business Office for assistance with:

- Reviewing lease terms to ensure they meet operational needs
- Verifying compliance with state, federal, and internal guidelines
- Ensuring lease payments align with the approved budget

6.4.3. Equipment Lease Tracking and Reporting

All active leases must be recorded and tracked by the Business Office. Departments are required to notify the Business Office of any new leases or changes to existing ones. Proper documentation, such as contracts and quotes, must be attached to the Purchase Order for recordkeeping and audit purposes.

For accounting purposes, long-term leases (exceeding 12 months) may need to be assessed under GASB guidelines to determine if they meet the criteria for capitalization. The Business Office will help evaluate leases for proper reporting and compliance.

7. ADDITIONAL RESOURCES

Code: DJ-DJC
Adopted: 4/18/89
Revised: 11/18/97, 5/17/05
7/15/14, 10/20/15

DJ-DJC Purchasing and Bidding Policy

Purchasing

The function of district purchasing is to serve the educational program by providing the necessary supplies, equipment and services. Items commonly used throughout the ESD 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 and is responsible for developing and administering the district's purchasing procedures.

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.

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

The business manager will review and approve all expenditures and accounts used during the payment process.

The superintendent is authorized to enter into and approve payment on contracts obligating district funds not to exceed $300,000 for products, materials, supplies, capital outlay and services that are within current budget appropriations. This limit does not apply to transits to districts within the Local Service Plan or DHS Medicaid match payments that are specified as such in current budget appropriations. Payment and contract limits for other staff shall be established at the superintendent's discretion. The Board shall approve all contracts that exceed this amount including collective bargaining agreements.

No Board member, officer, employee or agent of the 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.

Bidding Requirements

The Board is the Local Contract Review Board (LCRB) for the ESD. All public contracts shall be invited in accordance with applicable competitive procurement provisions of Oregon Revised Statues and adopted public contracting rules.
The Board, acting as its own LCRB, adopts the Oregon Attorney General's Model Public Contract Rules, OAR Chapter 137, Divisions 046 through 049 in effect at the time this policy is adopted.

Where necessary, the Board has made the written finding required by law for exemptions from competitive bidding. Such findings shall be maintained by the ESD and made available on request.

The ESD shall review its rules each time the Attorney General adopts a modification of the model rules, as required by ORS 279A.065 (5)(b), to determine whether any modifications need to be made to ESD

rules to ensure compliance with statutory changes. New rules, as necessary, shall be adopted by the Board. In the event
it is unnecessary to adopt new rules, Board minutes will reflect that the review process was completed as required.

The Board recognizes that a public contracting agency that has not established its own rules of procedure as permitted under ORS 279A.065 (5) is subject to the model rules adopted by the Attorney General, including all modifications to the model rules that the Attorney General may adopt.

END OF POLICY

Legal Reference(s):
ORS 244.040
ORS 279, 279A, 279B and 279C
ORS 294.311
ORS 328.441 - 328.470
ORS 332.075
OAR 125 Divisions 246-249

Code: DLC-AR
Adopted: 1997-1998
Revised: 01/04/18, 09/01/19
08/20/25

DLC-AR Employee Travel and Expense Reimbursement Procedures

Reasonable and necessary mileage and travel expenses (lodging, meals and transportation) and certain miscellaneous expenses shall be approved for reimbursement when an employee incurs such approved expenses while acting within the scope of employment with the High Desert ESD.

Because the ESD provides a wide variety of programs and services throughout the region and other parts of the state, reimbursement for employee travel expense is divided into two classifications: Regular Mileage Expense and Business Travel Expense and are further defined below.

A. Regular Mileage Expense

The nature and scope of an employee's daily and regular work may require travel away from the primary place of work or home office. Employee's shall use either a district-owned or district-leased automobile (depending on availability) or their own private automobile for regular ESD business travel if a district vehicle is not available.

Mileage will be reimbursed at the rate allowed by the IRS at the time the mileage was incurred. The rate is adjusted periodically by the IRS. The reimbursement rate covers all costs of operating a car; additional operating expenses cannot be claimed.

All persons operating their private vehicles on behalf of the ESD must carry personal liability and property damage insurance at least at the minimum legal level in Oregon as defined by ORS 806.010.

Mileage reimbursements are not allowed for commuting miles, which are miles from home to work and work to home.

Submit completed and supervisor approved reimbursement requests monthly to the Business Office. Requests received after the end of the fiscal year (June 30) may be denied.

1. Regular Mileage Reimbursement - Requests for mileage reimbursement must be submitted on a current ESD Regular Mileage Reimbursement form, available on the ESD website.

2. Regular Taxable Mileage Reimbursement - Requests for taxable mileage reimbursement must be submitted on a current ESD Regular Taxable Mileage Reimbursement form, available on the ESD website. Mileage is reimbursable on a taxable basis for miles driven from an employee's residence to the first work assignment or from the last work assignment to home when that assignment is not the employee's designated home office. Mileage between an employee's residence and the designated home office is never reimbursable. Reimbursable mileage will be computed from the designated home office or from the employee's residence, whichever is shorter, and will be paid as taxable income.

B. Business Travel Expenses

Professional development and training travel expenses are generally those incurred out of the area and associated with training, workshops, etc. and are not part of an employee's regular work assignment. Regular business travel expenses are those incurred as a regular part of an employee's work assignment and may include mileage, lodging, meals and related expenses.

Travel expenses beyond mileage are infrequent for most employees. However, when it is required it must be approved by the employee's supervisor to be eligible for reimbursement. Approved reimbursement requests must be submitted, with original receipts where required, on a current ESD Business Travel – Long Form available on the ESD website.

Employees should use an ESD purchase card for lodging and conference expenses. Employees may be reimbursed for use of personal funds only when necessary and absent of other options. There are no cash advances for travel.

1. Transportation - Transportation options may include a district-owned or district–leased automobile, an employee's private vehicle and/or publicly available transportation (e.g., commercial airline, rental car, bus, subway and taxi).

   Procedures for district-owned or district-leased automobiles and privately owned vehicles follow in-district procedures described under Section A of this procedure.

   Approval of mode(s) of transportation will be based on several factors including cost, distance and travel time of trip, accessibility of destination(s), number of destinations and purpose of travel.

2. Lodging - Lodging expenses shall be paid in advance with a purchase order or a purchase card. Lodging expenses with receipts are eligible up to $182 per night exclusive of taxes for in-state travel and up to the per diem rate set by the United States General Services Administration (www.gsa.gov) for the location of the hotel/motel for out of state travel. Nightly rates exceeding the limit for in-state lodging or the GSA per diem rate for out of state lodging must be approved. Staff making lodging reservations should request the government rate or lowest possible rate.

3. Conferences - Payment for conferences and training shall be paid in advance with a purchase order or an ESD purchase card.

4. Meals - Meals will be reimbursed on a per diem basis while traveling on conference or overnight for regular business purposes at the following rates:
   Breakfast $22
   Lunch $23
   Dinner $36

   For partial day travel (the first and last day), meal per diem will be paid based on the following schedule:

Initial Day of Travel	**Breakfast**	**Lunch**	**Dinner**	**Total**
Leave home before 7:00 am	$22	$23	$36	**$81**
Leave home between 7:00 am to 12:00 pm	$0	$23	$36	**$59**
Leave home between 12:00 m and 5:00 pm	$0	$0	$36	**$36**

Final Day of Travel	Breakfast	Lunch	Dinner	Total
Return home before 12:00 pm	$22	$0	$0	**$22**
Return home between 12:00 pm to 6:00 pm	$22	$23	$0	**$45**
Return home after 6:00 pm	$22	$23	$36	**$81**

Employees are not required to submit receipts when meal per diem is provided. Per diem rates include gratuity. Per diem is only allowed for meals that are not paid by the ESD elsewhere (e.g., breakfast included in hotel stay, lunch included in conference fee or meeting agenda, etc.).

Meal expenses incurred while traveling out of state may be reimbursed at the per diem rate set by the United States General Services Administration (www.gsa.gov) for the destination location.

Code: DLC
Adopted: 4/18/89
Revised: 3/11/02

DLC Expense Reimbursement

The district will reimburse employees for authorized expenses incurred for professional growth and/or job requirements in accordance with administrative regulations developed by the superintendent and consistent with Internal Revenue Service requirements.

END OF POLICY

Legal Reference(s):

ORS 294.155
ORS 332.107
OAR 581-022-1660

Internal Revenue Code, 26 U.S.C., Section 162; 26 CFR 1.162-1.
Internal Revenue Service Travel, Entertainment, Gift and Car Expenses (IRS Publication 463).

Code: DIE
Adopted: 4/18/89
Revised: 11/18/97, 4/20/10, 2/19/13

DIE Audits

An audit of all High Desert Education Service District (ESD) accounts will be conducted annually by an accountant listed on the roster of authorized municipal accountants maintained by the State Board of Accountancy. The Board shall select an accountant not later than October 1 of the fiscal year to be audited. The selection of an auditor is a responsibility solely of the Board and shall not be delegated.

Every five (5) years the Board will review the contract with the audit firm and, if necessary, solicit requests for proposals from qualified municipal auditors.

The annual audit of the books and accounts will include all funds under the ESD's control, including but not limited to :
General Fund, Federal Funds, Trust Accounts, Debt Service Funds and Capital Project Funds and those factors that are used to compute the ESD's State School fund distribution.

A copy of the audit report will be presented to the Board. The superintendent or designee will submit a copy of the audit report to the Oregon Department of Education and to the Oregon Secretary of State, Audit Division.

Further, the ESD shall ensure that an annual audit is conducted for each of the component districts and shall maintain copies of these audits. The ESD shall, as requested, assist component districts to meet the audit requirement of state agencies.

END OF POLICY

Legal Reference(s):

ORS 294.155
ORS 297.405 - 297.555
ORS 297.990
ORS 334.240
ORS 334.125
OAR 581-023-0037
OAR 581-024-0206(3)(b)
OAR 581-024-0265

Code: DN
Adopted: 9/18/01
Revised: 12/17/13, 5/19/15

DN Disposal of District Property

The Superintendent may, at any time, declare ESD property as surplus and authorize its disposal when such property is no longer useful to the ESD, unsuitable for use, too costly to repair or obsolete. Board approval is required on items estimated to be valued at $1,000 or more.

If reasonable attempts to dispose of surplus properties fail to produce a monetary return to the ESD, the Superintendent may dispose of them in another manner, including transfer to another school district, public agency, or non-profit organization.

If the ESD property was purchased with state, federal or private grant funds, disposal of the property shall be made as outlined in the grant or by state or federal regulations.

END OF POLICY

Legal Reference(s):

ORS 332.155
EDUCATION, TITLE 34 C.F.R. Part 80–80.32(e)

Code: DID
Adopted: 1/21/03
Revised: 3/17/09, 6/09/26

Properties Inventories

The High Desert ESD (ESD) will maintain inventories of properties in accordance with State and Federal law and regulations. The Board may authorize the employment of an appraisal company to assist with the inventory procedure.

I. Fixed Assets

The ESD will maintain a complete property inventory of fixed assets, which includes all district owned property such as land, buildings, improvements to property other than buildings (i.e., parking lots, athletic fields, playgrounds, etc.) and equipment where the assets useful life is greater than 12 months and meets one of the two following thresholds: An individual item with value totaling $10,000 or more.

- A group of like or similar items with value totaling $75,000 or more, even if the individual items are each under $10,000.

II. Other ESD Equipment

Other ESD equipment having a value less than **$10,000** may be included as part of the district's inventory according to program needs or requirements and will be inventoried according to each program or department's procedure.

END OF POLICY

Legal Reference(s):
ORS 332.155
CRF 200.439

Program Budget and Accounting Manual, Oregon Department of Education