

REEDSPORT SCHOOL DISTRICT

POLICY: DISTRICT PURCHASING

CODE DJ

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 Superintendent and/or Business Manager are appointed by the Board to serve as purchasing agents. They 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.

No purchase will be authorized or approved for payment unless covered by an approved purchase order or prior approval has been obtained from the Superintendent or Business Manager. Following are examples of circumstances where a purchase order may not be issued: payroll and payroll related obligations; petty cash purchases; purchasing supplies, materials or services under \$150; utilities; voice and data communication services; travel expenses; tuition reimbursement; contracted services; and payment of debt service.

The Superintendent or designee is authorized to enter into and approve payment on contracts obligating District funds not to exceed \$75,000 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 Superintendent and/or 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 Superintendent and/or Business Manager will direct payment of the just claims against the District. The Superintendent and/or 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. Acceptance of any gratuities, financial or otherwise, from any supplier of materials or services to the District by any Board member, officer or employee of the District is prohibited.

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](#)

Adoption: 07/11/90
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Revised: 09/19/09
Revised: 06-15-11

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