# Port Orford-Langlois School District 2CJ

Code: DJ
Adopted: 9/1/87
Revised/Readopted: 6/8/04; 7/13/09; 11/14/11
Orig. Code(s): DJ

## 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 and be~~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. They~~He/She~~ will be responsible for developing and administering the district's purchasing program ~~and the Internal Control Manual~~.

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 payroll~~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 with an~~on~~ approved purchase order~~orders~~.

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 superintendent or designee will review bills due and payable for the purchase of supplies and services to determine if they are within current budget appropriations.~~amounts.~~ After ~~appropriate administrative~~ review, the superintendent or designee will direct payment of the just claims against the district. The superintendent or designee is responsible for the accuracy of all bills and vouchers.

~~All contracts in excess of $10,000 shall be reviewed by the district's attorney of record prior to execution by the superintendent.~~

No Board member, officer, employee or agent of this district shall use or attempt to use their~~his/her~~ official position to obtain financial gain or for avoidance of financial detriment for themself~~himself/herself~~, a relative or a member of their household, or for any business with which the Board member, ~~or a~~ relative or member of household 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, 279C
ORS 294.311
ORS 328.441 to -328.470
ORS 332.075
OAR 125-055-0040