

Three Rivers School District

8550 New Hope Rd • PO Box 160 • Murphy, OR 97533

Policy: DJ
Adopted: 3/20/06
Readopted: 6/18/12

Revision – Second Reading

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 Director of Fiscal & Support Services (the Deputy Clerk) is appointed by the Board to serve as purchasing agent and will be responsible for developing and administering the District's purchasing [and purchasing card](#) program.

No obligation may be incurred by an 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, a requisition and purchase order system must be used, except as noted below:

1. Payrolls.
2. Replenishment of petty cash.
3. Reimbursement of authorized travel expenses.
4. Most invoices for dues and fees.
5. Most subscription renewals.
6. Reimbursement for postage.
7. Transactions that are of an emergency nature (generally restricted to events that threaten life or property).
8. Transactions with vendors who do not accept purchase orders in which the savings to the District and its taxpayers are so great that to do otherwise would be economically imprudent. In this case, however, the Budgetary Authority¹ must request permission from the Accounting Manager or the Director of Fiscal & Support Services prior to the purchase. **If prior permission is not sought or received, the transaction will not be processed for reimbursement.**
9. [Purchasing Card purchases](#)

No purchase, with exceptions [noted above](#) 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 on approved orders.

Only the Superintendent or the Deputy Clerk is authorized to enter into contracts obligating District funds 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, contracts resulting from a competitive bidding process, and other significant contracts, which, in the discretion of the Superintendent or the Deputy Clerk, warrant Board approval.

The Director of Fiscal & Support Services or his designee will review purchase orders, bills due and payable for the purchase of supplies and services to determine if they are within budget amounts. After appropriate administrative review, the Director or his designee will direct payment of the just claims against the district. The Superintendent or his designee are responsible for the accuracy of all bills and vouchers.

¹Defined as the individual with the authority to approve a cost center's expenditures: the principal (or designee) in the case of a school; the Director (or designee) in the case of a District Office cost center.

No Board member, officer, employee or agent of this district shall use or attempt to use his/her position to obtain financial gain or avoidance of financial detriment for himself/herself, a relative or for any business with which the Board member, officer, employee or agent of this district, 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 References:

ORS 244.404
ORS Chapter 279
ORS 294.311
ORS 328.441-328.470
ORS 332.075

OAR 125-065-0040