

Estacada School District 108

Code: **DJ**
Adopted: 1/10/01
Readopted: 7/14/04; 11/18/15
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 various schools and their subdivisions will be standardized whenever consistent with educational goals and in the interest of efficiency and economy.

The executive director of administrative services is appointed by the Board to serve as the 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. In all cases calling for the expenditure of district money, except payrolls, a requisition and purchase order system or reimbursement must be used.

No purchase, with the exception of a petty cash purchase or reimbursement, will be authorized unless covered by an approved purchase order. No bills will be approved for payment unless purchases were made on approved orders.

The superintendent or executive director of administrative services 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 executive director of administrative services 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 executive director of administrative services will direct payment of the just claims against the district. The executive director of administrative services is 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 avoidance of financial detriment for himself/herself, a relative, member of household or for any business with which the Board member, member of household 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, 279C](#)

[ORS 294.311](#)
[ORS 328.441 - 328.470](#)

[ORS 332.075](#)
[OAR 125-055-0040](#)

Cross Reference(s):

BBA - Board Powers and Duties
BBFA - Board Member Ethics and Conflicts of Interest
DJC - Bidding Requirements
FEF/FEFB - Construction Contracts - Bidding and Awards