# BEAVERTON SCHOOL DISTRICT

## District Purchasing

The function of district purchasing is to serve the educational program by providing the necessary goods, services and public improvements.  The board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended.  Items commonly used by cost centers will be standardized whenever consistent with the educational goals and in the interest of efficiency or economy.

The cabinet-level position functioning as the chief financial officer is appointed by the superintendent to serve as purchasing agent.  He/she This position will be responsible for developing and administering the district's purchasing program.

No obligation may be incurred by any officer or employee of the district 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, a requisition and purchase order system must be used.

No purchase, with the exception of construction change directives, a petty cash or credit card purchases, 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 designee is authorized to enter into and approve payment on contracts obligating district funds not to exceed $150,000 $250,000 for products, materials, supplies, capital outlay and services that are within current budget appropriations.  The superintendent or designee is authorized to obligate district funds without specific board approval when the expenditures are routine and customary, including, but not limited to, state/municipal fees, payroll and utilities.  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 chief financial officer or designee 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 chief financial officer will direct payment of the just claims against the district.  The chief financial officer 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 their official position to obtain financial gain or for avoidance of financial detriment for himself/herself themselves, a relative or member of household or for any business with which the board member, officer, employee, agent 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.

The superintendent shall develop administrative regulations necessary to implement this policy.  Additional specific purchasing procedures are delineated in the district's *Purchasing Manual* which is updated periodically.

END OF POLICY

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**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

**Cross Reference(s):**
BBA - Board Powers and Duties
BBFA - Board Member Ethics and Conflicts of Interest
DJC - Bidding Requirements
DJFA - Procurement Cards
EH - Electronic Data Management

**Belong. Believe. Achieve.**