

Code: **DJA**
Reviewed: 10/83
Revised/Readopted: 1/8/90
Revised/Readopted: 10/12/92
6/7/93
Orig. Code(s): 6600

Purchasing Authority

Purchase orders for necessary supplies, services and equipment will be authorized only by the superintendent, district administrative secretary and/or district bookkeeper. No 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.

The superintendent, district administrative secretary and/or district bookkeeper are authorized to issue purchase orders without prior approval of the Board where formal bidding procedures are not required by law and when budget appropriations are adequate to cover such obligations.

The superintendent, district administrative secretary and/or district bookkeeper 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 will direct payment of the just claims against the district. The superintendent is responsible for the accuracy of all bills and vouchers.

END OF POLICY

Legal Reference(s):

ORS 244.040
ORS Chapter 279
ORS 294.311

ORS 328.441 - 328.470
ORS 332.075

OAR 125-065-0040