

Purchasing Procedures

The business manager is appointed by the Board to serve as purchasing agent. He/She will be responsible for developing and administering the school district’s purchasing program.

The Board will serve as the Local Public Contract Review Board for the district. The Board will use applicable Oregon administrative rules and state law as guidelines when performing public contract review functions. The superintendent and business manager will develop additional guidelines as necessary.

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. In all cases calling for the expenditure of district money, except payrolls, a requisition and purchase order system must be used.

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.

No Board member, officer, employee or agent of this school district or their families will have a financial interest in any contract entered into by the Board, including acceptance of any gratuities, financial or otherwise, from any supplier of materials or services.

END OF POLICY

Legal Reference(s):

ORS 244.040
ORS Chapter 279
ORS 294.311

ORS 328.441 - 328.470
ORS 332.075

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