Jefferson County Education Service District

Code: DJ
Adopted: 1/2/08
Revised/Readopted: 3/05/20

District Purchasing

The function of district purchasing is to provide the necessary supplies, equipment and services for the operation of the district. Items commonly used will be standardized whenever consistent with ESD goals and in the interest of efficiency or economy.

The superintendent is appointed by the Board to serve as 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 must be used.

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. All purchases, contracts or agreements obligating district funds in excess of $75,000 will require prior Board approval.

The superintendent is authorized to issue all other purchase orders, contracts or agreements without prior approval of the Board where formal bidding procedures are not required by law and when current budget appropriations are adequate to cover such obligations.

The superintendent 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.

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 for avoidance of financial detriment for himself/herself, a relative or for any business with which the Board member 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 279A, 279B and 279C
OAR 125-055-0040
ORS 294.311
ORS 328.441 to -328.470
ORS 334.125

Cross Reference(s):

BBA - Board Powers and Duties
BBFA - Board Member Conflicts of Interest

DJC - Bidding Requirements
DJG - Vendor Relations
FEF/FEFB - Construction Contracts - Bidding and Awards