

**Nestucca Valley
School District 101J**

Code: **DJ**
Adopted: 1/09/95
Readopted: 1/12/11
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 the various schools and their subdivisions will be standardized whenever consistent with educational goals and in the interest of efficiency or economy.

The deputy clerk is appointed by the Board to serve as purchasing agent. He/She will be responsible for developing and administering the districts 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 will be within authorized limits or with the authorization of the superintendent.

The superintendent or designee is authorize to enter into an approve payment of contracts obligating district funds for products, materials, supplies, capital outlay and service 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 deputy clerk 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 deputy clerk will direct payment of the just claims against the district. The deputy clerk 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.

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 125-025-0040](#)

Cross Reference(s):

BBA - Board Powers and Duties

BBFA - Board Member Ethics and Conflicts of Interest

DJC - Bidding Requirements

DJFA - Use of Credit Cards

EH - Data Management

FEF/FEFB - Construction Contracts - Bidding and Awards