

**Linn Benton Lincoln
Education Service District**

Code: **DJ**

Adopted: 5/9/2007

Revised: 2/13/2018

District Purchasing

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

The Chief Financial Officer is appointed by the Board to serve as purchasing agent. He/She will be responsible for developing and administering the ESD'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 ESD money, except payrolls, a requisition and purchase order system must be used.

No purchase with the exception of a petty cash purchase and items purchased with a procurement card that are less than \$500, 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 ESD funds not to exceed \$150,000 for products, materials, supplies, capital outlay and services that are within the current budget appropriations. Transit of funds based on approved ODE contracts and current Inter Governmental Agreements with Districts are excluded from this limitation.

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 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 Chief Financial Officer will review bills due and payable for the purchase of supplies and services to determine if they are within current budget appropriations. After review, the Chief Financial Officer will direct payment of the just claims against the ESD. The Superintendent and Chief Financial Officer are responsible for the accuracy of all bills and vouchers.

No Board member, officer, employee or agent of this ESD 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 a member of their household, or for any business with which the Board member or a relative or member of household is associated. No public official or candidate for office or a relative of the public official or candidate shall solicit or receive, whether directly or indirectly, during any calendar year, any gift or gifts with an aggregate value in excess of \$50 from any single source who could reasonably be known to have a legislative or administrative interest in any governmental agency in which the official has or the candidate if elected would have any official position or over which the official exercises or the candidate if elected would exercise any authority.

END OF POLICY

Legal Reference(s):

[ORS 244.040](#)
[ORS Chapters 279, 279A, 279B,](#)
279C
[ORS 294.311](#)

[ORS 328.441 - 328.470](#)
[ORS 334.075](#)

[OAR 125-055-0040](#)

Cross Reference(s):