

**West Linn-Wilsonville
School District 3J**

Code: **DJ**
Adopted: 12/04/06
Readopted: 1/11/16
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 business manager 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, petty cash purchases, recurring monthly expenses (such as utilities) and certain other electronic or purchase card transactions, a requisition and purchase order system must be used.

The superintendent or designee is authorized to enter into and approve payment on contracts obligating district funds, not to exceed \$150,000, for products, materials, supplies, capital outlay and services that are not 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 business manager 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 business manager will direct payment of the just claims against the district. The superintendent and business manager are responsible for the accuracy of all bills and vouchers.

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 125-055-0040](#)

Cross Reference(s):

BBA - Board Powers and Duties
BBFA - Board Member Ethics and Conflicts of Interest
DJC - Bidding Requirements
DJG - Vendor Relations