

**South Coast Education  
Service District**

Code: **DJ**  
Adopted: 12/10/96  
Readopted: 12/12/06  
Reviewed: 8/2/17  
Orig. Code(s): DJ

**District Purchasing**

The function of ESD purchasing is to serve the educational program by providing the necessary supplies, equipment and services. The Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. The acquisition of services, equipment and supplies approved in the budget is centralized in the business office which functions under the supervision of the superintendent's office.

All district purchasing shall be made in accordance with Oregon Revised Statutes and Administrative Rules. Adequate and proper controls on ordering and receiving items shall be maintained.

**Purchasing Authority**

The superintendent is appointed by the Board to serve as purchasing agent. Purchases are authorized only when they are expressly authorized by the superintendent or designee or covered by an approved purchase order. The superintendent or designee is authorized to issue and approve purchase orders, contracts or agreements without prior Board approval where formal solicitation procedures are not required by law and when current budget appropriations are adequate to cover such obligations. All purchases, contracts or agreements obligating district funds in excess of \$75,000 will require prior Board approval. The business manager will review bills due and payable for the purchase of supplies and services. After appropriate administrative review, the business manager will make payment on ESD obligations. The superintendent is responsible for the accuracy of all bills.

END OF POLICY

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**Legal Reference(s):**

ORS 244.040  
ORS Chapters 279A, 279B and 279C  
ORS 294.311  
ORS 328.441 - 328.470  
ORS 334.125  
OAR 125-055-0040