

Seaside School District 10

Code: **DJA**
Adopted: 7/26/07

Purchasing Authority

The superintendent is authorized to make purchases of items which fall within the budget.

The superintendent will submit to the Board, prior to purchase, all unbudgeted capital outlay purchases, which in his estimation would require Board consideration to keep them informed of educational procedures pertinent to the direction of the total educational program.

The Board will not, as a rule, delegate to individual Board members the authority to make purchases, but they will delegate this function to the superintendent for action; the action being subject to Board approval.

By Board direction, a committee of the Board may be authorized to place on order purchases of specific items. These purchases must have been previously approved by the Board or be subject to ratification at the next regular Board meeting.

Purchases will not exceed budget allotments without formal approval of the Board.

The District uses an encumbered purchase order system for all purchases of goods or contracting of services.

END OF POLICY

Legal Reference(s):

[ORS 244.040](#)
[ORS Chapter 279](#)
[ORS 294.311](#)
[ORS 328.441 - 328.470](#)
[ORS 332.075](#)

[OAR 125-065-0000](#)
[OAR 125-310-0020](#)

Oregon Attorney General's Model Public Contract Rules Manual, Department of Justice (January 2001).

Cross Reference(s):

DJB - Petty Cash Accounts
DJC - Bidding Requirements
DJG - Vendor Relations
DK - Payment Procedures
ED - Material Resources Management
EH - Data Management