

Purchasing Process

- a. The intent of the purchasing process is to purchase competitively without prejudice and to seek maximum value.
- b. Purchasers should use a district purchasing card whenever the card is accepted by the vendor and no credit card fees are assessed when paying with a purchasing card.
- c. When a district purchasing card is not accepted by a vendor, the purchaser will generate a purchase order (PO) from the district accounting system. A PO must be signed prior to sending to a vendor and may only be signed by authorized staff within the assigned signing authority limits.
- d. All purchases, on behalf of the district, should follow the rules as outlined in DJ-AR: Public Contracting Rules and Procedures and as outlined in the district's Accounting Handbook.

Purchasing Authority & Limits

- a. The determination of purchasing authority and purchasing limits for each position in the district will be made by the Superintendent or Superintendent's designee. Any exceptions to purchasing card limits must be approved by the Finance Director or designee.
- b. Granted authority limit will apply to all district purchases with the exception of travel and employee reimbursements.
- c. All travel expenditures and employee expense reimbursements must be approved by the employee's site administrator, supervisor, or grant administrator, whichever applies.
- d. The following groups have the authority to purchase goods or services up to the listed limit:

Group	Limit
District Staff, as needed	\$500
Culinary, Coaches	\$1,500
Office Managers, Accounting Techs, Catering, Maintenance, Student Services	\$3,000
Foreman, Fleet Services & Custodial Supervisors	\$5,000
Department Office / Operations Managers & Buyers	\$25,000
School Principals	\$25,000
Executive Directors, Assistant Directors & Department Supervisors	\$100,000
Superintendents, Chief Operations & Financial Officer & Finance Director	No limit, except per executive limitations
Board of Directors	No limit

- e. All agreements and/or contracts for rent or lease of facilities to be used in school operations, paid or unpaid, will be approved by the Chief Operations and Financial Officer or designee.
- f. The authority to sign contracts will reside with administrators and supervisors, up to their respective limits as listed above.

- g. All Federal grant purchases shall be in accordance with 2CFR200.318-2CFR200.327 and ORS 279B, and must follow federal purchasing guidelines and Oregon Procurement Statute. Any Federal grant purchases under \$10,000 can be awarded using the micro purchase procurement method in accordance with 2CFR200.320(a)(1). Purchases must be spread equitably to the maximum extent possible and must be documented.
- h. All Federal grant purchases greater than \$10,000 must be approved by the Grant Accountant prior to submitting to the Procurement and Contract Manager for approval, utilizing the District's Intermediate Procurement form.
- i. All purchases, including contracts with a total cost exceeding \$10,000 require review by the Procurement and Contract Manager prior to finalizing.
- j. All purchases will be made in accordance with the Attorney General Model Rules and rules and guidelines outlined in DJ-AR: Public Contracting Rules and Guidelines. Following is a summary of the current rules:
- The purchaser will obtain three quotes for purchases exceeding \$10,000 and use the district's Intermediate Procurement form to list the three quotes and attach written documentation when available.
 - All purchases exceeding \$100,000 will be made with the oversight of the Procurement and Contract Manager and will be reviewed by the Finance Director.
 - Any exceptions to these rules must first be reviewed by the Procurement and Contract Manager and approved by the Chief Operations and Financial Officer or designee.
- k. This administrative regulation is intended to work in conjunction with parameters contained in other administrative regulations.

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