

# Gervais School District 1

Code: **DJA**  
Adopted: 12/20/90  
Readopted: 7/15/93

## Purchasing Authority

Purchase orders for necessary supplies, services and equipment will be authorized only by the superintendent or deputy clerk. No purchase 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 deputy clerk is authorized to issue purchase orders without prior approval of the Board where formal bidding procedures are not required by law and when budget appropriations are adequate to cover such obligations.

The deputy clerk 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 deputy clerk will direct payment of the just claims against the district. The superintendent and deputy clerk are responsible for the accuracy of all bills and vouchers.

END OF POLICY

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### 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):

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