

MITCH Charter School

Code: DJ
Adopted: 7/20/23

Purchasing

The function of school purchasing is to serve the educational program by providing the necessary supplies, equipment and services. Items commonly used will be standardized and be consistent with educational goals and in the interest of efficiency or economy.

The executive director or designee is appointed by the Board to serve as purchasing agent. The office manager will be responsible for developing and administering the public charter school'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, by Board action and/or Board policy. In all cases calling for the expenditure of public charter school money, except payroll, a designated form will be completed and submitted to the office manager, who will submit it to the executive director for approval.

No purchase will be authorized unless approved by the executive director. No bills will be approved for payment unless purchases were made with approval from the executive director.

The executive director is authorized to enter into and approve payment on contracts obligating public charter school funds not to exceed \$5,000 for products, materials, supplies, capital outlay and services that are within current budget appropriations. The Board shall approve all contracts that are service contracts that include the provision of labor performed by public charter school employees, such as custodial, food service and transportation services.

The executive director and office manager will review bills due and payable for the purchase of supplies and services to determine if they are within current budget appropriations. After review, the executive director will direct payment of the just claims against the public charter school. The executive director and office manager are responsible for the accuracy of all bills and vouchers.

No Board member, officer, employee or agent of this public charter school shall use or attempt to use their official position to obtain financial gain or for avoidance of financial detriment for themselves, a relative or a member of their household, or for any business with which the Board member, relative or member of household is associated. Acceptance of any gratuities, financial or otherwise, from any supplier of materials or services to the public charter school by any Board member, officer or employee of the public charter school is prohibited.

END OF POLICY

Legal Reference(s):

[ORS 244.040](#)
[ORS Chapters 279, 279A, 279B, 279C](#)

[ORS 294.311](#)
[ORS 328.441 - 328.470](#)

[ORS 338.115\(2\)](#)

[OAR 125-025-0040](#)

Cross Reference(s):

BBA - Board Powers and Duties

BBFA - Board Member Ethics and Conflicts of Interest

DJC - Bidding Requirements