

Madrone Trail Public Charter School

Code: **DJ**
Adopted:

Public Charter School Purchasing

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

The administrator is appointed by the Board to serve as purchasing agent. He/She 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 or by Board action and/or Board policy. In all cases calling for the expenditure of public charter school money, except payrolls, a requisition and approval system must be used.

No purchase will be authorized unless covered by an approved requisition. No bills will be approved for payment unless purchases were made on approved orders.

The director or designee 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 collective bargaining agreements or service contracts that include the provision of labor performed by charter school employees, such as custodial, food service and transportation services.

The administrator 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 administrator will direct payment of the just claims against the public charter school. The administrator is 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 his/her official position to obtain financial gain or for avoidance of financial detriment for himself/herself, a relative or for any business with which the Board member or a relative 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](#)