

## DJ District Purchasing

LINCOLN COUNTY SCHOOL  
DISTRICT

Code: **DJ**  
Adopted: 7/8/08  
Revised: 4/19/11

### District Purchasing

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

The Director of Business & Support Services is appointed by the Board to serve as purchasing agent. He/She will be responsible for developing and administering the district'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 is consistent with Board policy.

Some local vendors the District does business with will not accept our Purchase Orders. With advance approval from a District administrator, purchases may be made and vendors paid using the Check Request form. A check request form will not be accepted when a District Purchase Order could have been utilized. Incidental purchases made within Lincoln County may be made utilizing a district Field Purchase Order. Such purchases shall not exceed \$500 and are required to have prior administrative approval. No bill will be approved for payment unless purchases were made on approved orders.

The Superintendent or designee is authorized to enter into and approve payment on contracts obligating District funds in amounts consistent with District Policy DJA 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, including addenda to previously approved contracts.

The Superintendent or designee 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 Superintendent or designee will direct payment of the just claims against the district. The superintendent is responsible for the accuracy of all bills and vouchers.

No Board member, officer, employee or agent of this district 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 district by any Board member, officer or employee of the district is limited to \$50 from a single source in a single year .

END OF POLICY

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**Cross Reference:**

GBI – Gifts to District Personnel