

Code: DJ
Adopted: July 20017

MITCH Charter School
Public Charter School Purchasing

The function of MITCH 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 Executive Director is appointed by the Board to serve as purchasing agent. The Executive Director may designate another employee as purchasing agent or contract these services. The Executive Director will be responsible for overseeing the development and administration of the public charter school's purchasing program. All public contracts are subject to Oregon's Public Contracting Code, as also set forth in Board Policy (DJC, DJC-AR DJC DJCA, DJCA-AR).

No obligation may be incurred by any employee or board member 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, an appropriate system will be used.

No purchase with the exception of a petty cash purchase will be authorized unless covered by an approved purchase process. No bills will be approved for payment unless purchases were made on approved orders.

The Executive 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 Executive Director is authorized to obligate public charter school funds without specific Board approval when the expenditures are usual and customary including, but not limited to, payroll, rent, and utilities.

The Executive Director will review bills due and payable for the purchase of supplies and services to determine if they are within budget amounts. After appropriate review, the Executive Director will direct payment of the just claims against the public charter school. The Executive Director and his/her designee/contractor 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 his or her official position to obtain financial gain or for avoidance of financial detriment for himself or herself, a relative or for any business with which the Board member or a relative is associated

END OF POLICY

Legal Reference(s):

ORS 244.040; ORS 279 Chapters 279A, 279B and 279C; ORS 338. 115(1)(e); OAR 125-025-0040