MEDFORD SCHOOL DISTRICT November 9, 2026
PURCHASING PRACTICES

All Medford School District employees must adhere to School Board Policy DJC for district purchasing. This policy is based on Oregon State Purchasing legislation for public entities. If you need assistance with purchases, please contact Pam Thoren, Purchasing Manager at 541-842-1118.

Purchases under $25,000:

- Petty cash purchases may be used as a convenience for immediate purchases of low-cost supplies. Petty cash accounts will not be used to circumvent established purchasing procedures.
- For purchases less than $1,000 a purchase card may be used in lieu of a purchase order.
- All purchases over $1,000 require an approved purchase order, prior to purchase. Purchases may be made with a blanket purchase order with only approved vendors. The limit on blanket purchases is $25,000 and under.
- If a service contract is required, the terms and conditions of the service must be clearly stated in the contract.
- All contracts must be signed by the Superintendent, or Kati Falger, Chief Operations Officer.
- Certificates of Insurance are required for all service contracts.
- If you are using federal funds to make your purchases over $15,000 but less than $25,000, you should always get three quotes and attach them to your purchase requisition request even if a state contract is used to select the vendor.

Purchases from $25,000 to $100,000:

- Three bids are required for purchases over $25,000. Consumers should always make an effort to competitively bid all purchases. These can be verbal quotes or quotes in writing. If you are using e-mail to obtain your quote, send three (3) vendors the same e-mail listing your requirements and a time limit for the bids return. Bids should be in writing whenever possible. Documentation of this process must be sent to purchasing or attached to the requisition under "attachments". This documentation is required for auditing purposes.
- The ITB (Invitation to Bid) process may be used for materials or specific services. Obtain three (3) quotes and attach them to the requisition. These must be documented.
- The RFP (Request for Proposals) process is used for services. Contact Purchasing if you think your purchase may exceed $100,000 or if your purchases could exceed that amount for consecutive years. For example, purchasing software that will cost $25,000 each year for five (5) years. This includes other district locations purchasing the same items.
- Bidding protocols must be followed: Make sure bid documents have a clear scope of work, provide all bidders with the same exact information, never have an individual conversation with any bidders, keep bids sealed until the bid opening, never accept a bid after the bid opening time, and always keep the process transparent.
- Purchases cannot be fractured or separated to make them under the $25,000 limit. Bid items cannot be broken up per school. Items that most schools purchase (tee shirts, field trips to the same location and bussing) need to bid as a district purchase. These purchases will add up to over $25,000 multiplied by all of our district sites.
- Prevailing wage for service contracts could apply if the total project cost exceeds $50,000. The vendor must be notified the project is prevailing wage before submitting their bid.
- Three bids/proposals are not required if:
    a. The vendor and product are under an existing agreement with The State of Oregon, Department of Administrative Services Procurement Office and are NOT using federal funding. Best practice: Obtain three (3) quotes whenever possible. If you are using federal funding three (3) quotes MUST be obtained. State Agreement purchases do not satisfy the three (3) bid requirement.
    b. Contracts that are between contracting agencies (ESD's) or between contracting agencies and the federal government.
    c. Contracts for the procurement or distribution of textbooks.
    d. Contracts made with qualified nonprofit agencies providing employment opportunities for disabled individuals.
    e. Sole source must be proven with advertising for the item or service.
    f. Emergency contracts:
        a. An emergency is defined as circumstances that could not have been reasonably foreseen that create a substantial risk of loss, damage, interruption of services, or threat to public health or safety. An Emergency Procurement is used to promptly execute a contract in response to the circumstances in an effort to remedy the condition.

b. The agency head must authorize the procurement and document the Emergency Procurement justification prior to executing the procurement.

g. Special procurements exempted by the Local Contract Review Board (LCRB) upon findings that would result in substantial cost savings to the contracting agency.

Purchases of $100,000 or over:

- Formal bid process must be used.
- Prevailing wage applies to service contracts when the total project is over $50,000.
- Purchases must be approved by the School Board.