

Lourdes Public Charter School

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The following symbol is used on some policies:

** As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005(4) and 125.300-125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-2000.

Lourdes Public Charter School

Code: DB
Adopted:

Budget

The public charter school budget will serve as the financial plan of operation for the public charter school and will include estimates of expenditures for a given period and purpose and the proposed means of financing the estimated expenditures. The public charter school may provide that the budget and budget documents are prepared on an annual basis.

The public charter school budget will be prepared in compliance with Generally Accepted Accounting Principles.

The fiscal year will extend from July 1 to June 30 inclusive.

The administrator will support preparation of the proposed budget.

END OF POLICY

Legal Reference(s):

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

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL (2006).

Corrected 11/05/24

Lourdes Public Charter School

Code: DBI
Adopted:

Budget Amendments

The budget estimates or any fund as shown in the budget document may be amended by the Board prior to adoption. Such amendment may also be made following adoption if the amendments are adopted prior to the commencement of the budget period to which the budget relates.

END OF POLICY

Legal Reference(s):

[ORS 294.456](#)

[ORS 338.115](#)

Corrected 11/05/24

BUDGET TRANSFER REQUEST

Date _____

Fund	Function	Object	Building	Area	Decrease	Increase

Explanation of Request (Statement of need and purpose.)

Requested by

Approved: Administrator

Reviewed:

Accountant

Approval:

Board Chair

Lourdes Public Charter School

Code: DD
Adopted:

Grant Funding Proposals and Applications

The public charter school may pursue federal, state or private grants or other such funds that will assist the public charter school in meeting adopted Board and public charter school goals.

Proposals for external funds will be submitted to the administrator for evaluation and approval. All proposals will be submitted to the Board for final approval before submission.

In the event an opportunity arises to submit a grant proposal and there is insufficient time to place it before the Board, the administrator is authorized to use judgment in approving it for submission. The administrator will review the proposal with the Board at its next regular meeting. The Board reserves the right to reject funds associated with any grant which has been approved.

The Board shall, before an acceptance of such funds, consider the public charter school's obligations, expectations or encumbrances when the grant ceases.

END OF POLICY

Legal Reference(s):

[ORS 294.305 to -294.565](#)

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

Corrected 11/05/24

Lourdes Public Charter School

Code: DE
Adopted:

Revenues from Private, State and Federal Sources

The Board may authorize, accept and use private, state or federal funds available to the public charter school to carry out school educational programs. The school will comply with all regulations and procedures required for receiving and using such funds.

END OF POLICY

Legal Reference(s):

[ORS 294.305 to -294.565](#)

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

Corrected 11/05/24

Lourdes Public Charter School

Code: DFA
Adopted:

Investment of Funds

The Board may authorize the investment or reinvestment of funds which are not immediately needed for the operation of the public charter school.

The administrator and the Board may develop criteria for the appropriate investments of public charter school funds. A progress report of investments will be made to the Board on a regular basis.

END OF POLICY

Legal Reference(s):

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

Corrected 11/05/24

Lourdes Public Charter School

Code: DGA
Adopted:

Authorized Signatures

The Board will, at its annual organizational meeting, or at other times deemed necessary by the Board, authorize the administrator or designee to sign public charter school checks. Checks will have not less than two signatures, a board member designated by the Board and the school administrator or designee.

END OF POLICY

Legal Reference(s):

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

Corrected 11/05/24

Lourdes Public Charter School

Code: DH
Adopted:

Loss Coverage

The Board and designated school employees are responsible to safeguard the school against loss regarding funds, fees, cash collections and inventory. The Board shall designate the school employees responsible as custodians of such items. The school shall purchase bond coverage or equivalent crime coverage in an amount determined by the Board, in consultation with the school's agent of record. The school will pay the cost of such coverage.

END OF POLICY

Legal Reference(s):

[ORS 328.441](#)

[ORS 332.525](#)

[ORS 338.115\(2\),\(13\)](#)

Corrected 11/05/24

Lourdes Public Charter School

Code: DI
Adopted:

Fiscal Accounting and Reporting

The public charter school's accounting and reporting system will be in accordance with generally accepted accounting principles and will conform with applicable state laws and regulations.

END OF POLICY

Legal Reference(s):

[ORS 294.305 to -294.565](#)

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

[OAR 581-023-0035](#)

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL.

Corrected 11/05/24

Lourdes Public Charter School

Code: DIC
Adopted:

Financial Reports and Statements

The Board will receive monthly financial reports that include estimates of expenditures for the general fund in comparison to budget appropriations, actual receipts in comparison to budget estimates and the public charter school's overall cash condition. Supplementary reports on other funds or accounts will be furnished upon request of the Board or administrator.

The Board may receive a preaudit report from the public charter school's auditor recapping the year-end closure of financial statements prior to the annual audit.

Appropriate staff will be available at any Board meeting, upon the Board's request, to respond to questions and to present current financial information.

END OF POLICY

Legal Reference(s):

[ORS 294.155](#)

[ORS 294.311](#)

[ORS Chapter 297](#)

[ORS 328.465](#)

[ORS 338.095\(2\)](#)

[OAR 162-010-0000 to -0330](#)

[OAR 162-040-0000 to -0160](#)

[OAR 581-023-0037](#)

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL.

Corrected 11/05/24

Lourdes Public Charter School

Code: DIE
Adopted:

Audits

An audit of all public charter school accounts will be made annually by an accountant selected by the Board from the roster of authorized municipal accountants maintained by the Oregon Board of Accountancy. The audit examination will be conducted in accordance with minimum auditing standards established by the Secretary of State.

A copy of the audit report will be presented to the Board. The administrator will submit a copy of the audit report to the school's sponsor (Scio School District) and the Oregon Department of Education.

END OF POLICY

Legal Reference(s):

[ORS 294.155](#)

[ORS Chapter 297](#)

[ORS 327.137](#)

[ORS 328.465](#)

[ORS 338.095\(2\)](#)

[OAR 581-023-0037](#)

[OAR 581-026-0210](#)

Corrected 11/05/24

Lourdes Public Charter School

Code: DJ

Adopted:

Purchasing

The function of public charter 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 administrator is appointed by the Board to serve as purchasing agent and is 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 purchasing process established by the administrator must be used. A school credit card may be used as part of the purchasing process.

No purchase with the exception of a petty cash purchase will be authorized unless approved by the administrator. All purchases, bills or invoices must be approved for payment by the administrator before purchase or payment.

The administrator 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 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 current budget appropriations. After review, the administrator will direct payment of the just claims against the public charter school. The administrator and bookkeeper are responsible for the accuracy of all bills, invoices and/or 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](#)

Corrected 12/03/24

Lourdes Public Charter School

Code: DJ-AR

Revised/Reviewed:

Expenditure of Funds for Meals, Refreshments and Gifts

The public charter school recognizes there may be occasions when it is appropriate for Board members, administrators and others to expend public charter school funds in the course of conducting public charter school business to provide meals or refreshments (bakery goods, snacks, fruit, punch, coffee, tea, soft drinks, etc.). The purchase of gifts may also be approved, in certain situations. Such occasions may include, but are not limited to, various public charter school meetings, gatherings to celebrate public charter school successes or recognize individual achievements, contributions or outstanding service to the public charter school and other public charter school-sponsored activities. Such expenditures may be made with prior administrator approval only, subject to the provisions of this administrative regulation.

The use of public charter school funds, as used in this regulation, means the use of money in any of the general accounts of the public charter school. Exceptions are funds collected from staff members or others for the specific purpose of providing gifts or parties. It is also recognized that the public charter school may have established a “social fund” or “sunshine fund” to which each staff member may voluntarily contribute. Such funds are generally used for birthday recognition, bereavement and illness acknowledgment activities, etc. These funds are also exempt from the following requirements.

Meals and Refreshments

Public charter school funds may be used to pay for individual or group meals only if official public charter school business is being conducted during the time in which the meal is provided and only if the meal provides a particularly practical time or setting for the discussion, consistent with Board policy and the following:

1. Meals may be provided by the public charter school to recognize the contributions of staff, through retirement dinners or other recognition events;
2. Meals may be provided by the public charter school as a part of Board or administrative work sessions, at public charter school committee meetings or other public charter school-approved activities.

Meals not directly business related may be provided to staff or others at the individual’s expense only.

Board members and administrative staff may use public charter school funds to provide refreshments for staff, parents or others at meetings, in-service programs or other similar public charter school-sponsored activities that are subject to the following additional requirements:

1. The purchase of alcoholic beverages with public charter school funds is strictly prohibited;
2. The use of public charter school monies for parties is prohibited.

Gifts

There are numerous occasions that may arise whereby Board members, administrators or other public charter school staff may feel the need to recognize employees (i.e., Administrative Professional's Day, employees' week, birthday, etc. A Board member, administrator or other public charter school employee may provide such recognition only at their expense, unless as otherwise permitted below:

1. The public charter school may provide a small token of appreciation for a Board member's or employee's retirement and years of service and other related activities utilizing public charter school funds, as approved in advance.
2. Administrators may use public charter school funds to provide an appropriate token of appreciation on behalf of the Board. The value of this item may not exceed \$50 per person;
3. No other expenditure of public charter school monies for gifts is permitted without prior authorization from the administrator.

Corrected 12/03/24

Lourdes Public Charter School

Code: DJC
Adopted:

Bidding Requirements

The Board is the Local Contract Review Board (LCRB) for the public charter school. The LCRB has not adopted its own rules of procurement. Consequently, the *Oregon Attorney General's Model Public Contracting Rules*¹ shall apply to the public charter school.²

Additionally, the public charter school may include as part of its procedures portions of the Oregon Department of Administrative Services administrative rules governing Public Contract Exemptions, OAR Chapter 125, Divisions 246 - 249.

The LCRB may make the written findings required by law for exemptions from competitive bidding. Such findings shall be maintained by the public charter school and made available on request.

The public charter school may not artificially divide or fragment a procurement to reduce the procurement requirements.

The superintendent may develop administrative regulations or procedures to assist with the implementation of this policy and applicable procurement rules.

Goods and Services

The public charter school will purchase goods and services through the following procedures, unless an exception applies:

1. **Small Procurement.** For purchases of goods and services with a contract price not exceeding \$25,000, the public charter school can use any manner deemed practical or convenient, including direct selection or award. Amendments to a contract awarded through small procurement must be in accordance with OAR 137-047-0800.
2. **Intermediate Procurement.** For purchases of goods and services with a contract price exceeding \$25,000, but not exceeding \$250,000, the public charter school shall seek at least three informally solicited competitive price quotes or competitive proposals from prospective contractors. The public charter school will keep record of the request and quotes. If three quotes are not reasonably available, fewer will suffice, but the public charter school will make a written record of the effort made. The public charter school may negotiate with a prospective contractor to clarify the quote or offer, or to effect modifications. Amendments to a contract awarded through intermediate procurement must be in accordance with OAR 137-047-0800.
3. **Regular Procurement.** For purchases exceeding \$250,000, the public charter school will use competitive sealed bids (OAR 137-047-0255) or competitive sealed proposals (OAR 137-047-0260).

¹ Oregon Administrative Rules (OAR) 137-045 - 049

² See ORS 279A.065(5). {The LCRB can formally adopt the AG rules. If the LCRB formally adopts the rules, the public charter school is required to review the AG rules each time there is a modification. }

Amendments to contracts awarded through regular procurement must be in accordance with OAR 137-047-0800.

4. **Emergency Procurements.** In situations of emergency³, the LCRB or designee may authorize an emergency procurement. In an emergency procurement, the public charter school is not required to follow general procurement requirements. The public charter school must ensure competition for the contract that is reasonable and appropriate under the circumstances. The public charter school must document the nature of the emergency and the method used for the selection of the contractor.
5. **Sole-source Procurements.** If the LCRB or designee determines that the goods or services are available from only one source, the public charter school may award a contract without competition. To the extent reasonably practicable, the public charter school shall negotiate with the sole source to obtain contract terms that are advantageous to the public charter school. The determination of sole source must be based on written findings and may include:
 - a. That the efficient utilization of existing goods requires acquiring compatible goods or services;
 - b. That the goods or services required to exchange software or data with other public or private agencies are available from only one source;
 - c. That the goods or services are for use in a pilot or experimental project; or
 - d. Other findings that support the conclusion that the goods or services are available from only one source.⁴
6. **Special Procurements.** “Special procurement” means a contract or class of contracts that use a contracting procedure other than competitive sealed proposals, competitive sealed bidding, small procurement or intermediate procurement. Special procurements require LCRB approval and will be conducted in accordance with ORS 279B.085, OAR 137-047-0285, and this policy and administrative regulation DJC-AR - Exemptions from Competitive Bidding and Special Procurement.
7. **Personal Services Contracts.** “Personal services contract,” as used in this policy, means a contract whose primary purpose is to acquire specialized skills, knowledge and resources in the application of technical or scientific expertise, or the exercise of professional, artistic or management discretion or judgment.⁵ Unless otherwise designated by the LCRB, personal services contracts will be procured in accordance with applicable procurement laws. The LCRB may designate certain service contracts or classes of service contracts as personal services contracts and exempt them from competitive bidding. All personal services contracts shall be based on demonstrated qualifications and competence to perform the required services, encourage competition, discourage favoritism and

³ “Emergency” means circumstances that:

1. Could not have been foreseen;
2. Create a substantial risk of loss, damage or interruption of services or a substantial threat to property, public health, welfare or safety; and
3. Require prompt execution of a contract to remedy the condition.

⁴ If the contract does not exceed \$250,000, using intermediate procurement is likely less burdensome than sole source.

⁵ This includes, but is not limited to, contracts for the services of an accountant, physician or dentist, educator, consultant (including a provider under an Architectural and Engineering Service Contract), broadcaster, or artist (including a photographer, filmmaker, painter, weaver or sculptor (OAR 137-045-0010(19)). Also includes architectural, engineering, photogrammetric mapping, transportation planning or land surveying services procured under ORS 279C.105 (ORS 279C.100) and related services procured under ORS 279C.120 (ORS 279C.100(5)).

obtain services at a fair and reasonable price. Personal service contractors may be required to qualify as independent contractors in accordance with applicable laws.⁶

Procurements for services estimated to be in excess of \$250,000 shall go through the cost analysis and feasibility process in accordance with ORS 279B.030.

Public Improvements

“Public improvement” means a project for construction, reconstruction or major renovation on real property by or for the public charter school.⁷ The public charter school will contract for public improvements using the following procedures, unless an exception applies.

1. Public improvements contracts with a value of less than \$25,000 are exempt from competitive bidding.
2. Intermediate Procurements. For public improvement contracts not exceeding \$100,000, the public charter school may utilize three quotes⁸:
 - a. The request for the quotes shall be in writing (unless not reasonably practicable)⁹;
 - b. The request for quotes shall include the selection criteria and if the criteria are not of equal value, their relative value or ranking.

The public charter school shall award the contract to the prospective contractor whose quote will best serve the interest of the public charter school, based on the selection criteria. If the award is not made to the offeror and quote with the lowest price, the public charter school will make a written record of the basis for the award. Amendments to a contract awarded via intermediate procurement may be increased in accordance with OAR 137-049-0160(6)-(7).

3. Regular Procurements. For purchases exceeding \$100,000, the public charter school will use invitation to bid or request for proposals except as otherwise allowed by law. See OAR 137-049-0130 and OAR 137-049-0640. Amendments to contracts awarded through regular procurement must be in accordance with OAR 137-049-0910.
4. Emergency Procurements. Emergency contracts for construction services are not considered public improvement contracts and will be procured in accordance with OAR 137-049-0140 and OAR 137-049-0150.

⁶ See ORS 670.600 and OAR 459-005-0020.

⁷ Public improvement does not include:

1. Projects for which no funds of the public charter school are directly or indirectly used, except for participation that is incidental or related primarily to project design or inspection; or
2. Emergency work, minor alternation, ordinary repair or maintenance necessary to preserve a public improvement.

⁸ If three quotes are not reasonably available, the public charter school shall make a written record of the effort made to obtain these quotes.

⁹ For Public Works Contracts, oral quotations may only be utilized in the event that written copies of prevailing wage rates are not required by the Bureau of Labor and Industries.

5. Community Benefit Contracts. “Community benefit contract” means a public improvement contract that includes, but is not limited to, terms and conditions that require the contractor to:
- a. Qualify as a training agent, as defined in ORS 660.010, or provide apprenticeship training that meets applicable federal and state standards for apprenticeship training;
 - b. Employ apprentices to perform a specified percentage of work hours that workers in apprenticeable occupations perform on the community benefit project;
 - c. Provide employer -paid family health insurance; and
 - d. Meet any other requirements that the LCRB sets forth.

Community benefits contracts may be procured in accordance with ORS 279C.308.

6. Construction Manager/General Contractor (CM/GC) Procurement. The public charter school shall procure CM/GC services in accordance with model rules the Attorney General adopts under Oregon Revised Statute (ORS) 279A.065(3) and OAR 137-049-0690, which requires “the assistance of legal counsel with substantial experience and necessary expertise in using the CM/GC Method, as well as knowledgeable staff, consultants or both staff and consultants who have demonstrated capability of managing the CM/GC process in the necessary disciplines of engineering, construction scheduling and cost control, accounting, legal, Public Contracting and project management.”

END OF POLICY

Legal Reference(s):

[ORS Chapter 279](#)
[ORS Chapter 279A](#)
[ORS Chapter 279B](#)
[ORS Chapter 279C](#)

[ORS 670.600](#)
[OAR Chapter 125](#), Divisions 246 -
249

[OAR Chapter 137](#), Divisions 045 -
049
[OAR 459-005-0020](#)

[OREGON PROCUREMENT MANUAL](#), Oregon Department of Administrative Services.

Corrected 12/03/24

Lourdes Public Charter School

Code: DJC-AR

Revised/Reviewed:

Exemptions from Competitive Bidding and Special Procurements

All public contracts shall be based upon competitive bids or proposals, except the following:

1. Contracts below threshold levels in accordance with ORS 279B.065 (small procurements for goods and services), 279B.070 (intermediate procurements for goods and services) and 279C.412 (intermediate procurements for public improvements);
2. Special procurements for goods and services in accordance with ORS 279B.085 and OAR 137-047-0285;¹
3. Contracts which have been exempted under ORS 279A.025 and 279C.335; and
4. Any other contract exempted by law.

SPECIAL PROCUREMENTS FOR GOODS AND SERVICES

To proceed with a special procurement, the public charter school shall submit a written request to the Board, acting as the Local Contract Review Board (LCRB). This request shall describe the contracting procedure, the goods and services or class of goods and services that are the subject of the special procurement, and circumstances that justify the use of a special procurement.

The special procurement must be unlikely to encourage favoritism in the awarding of a public contract or to substantially diminish competition for public contracts; and (A) must be reasonably expected to result in substantial cost savings to the public charter school or to the public; or (B) must substantially promote the public interest in a matter that could not practicably be realized by complying with requirements that are applicable under ORS 279B.055, 279B.060, 279B.065, 279B.070 or any related rules.

After LCRB approval, the public charter school may proceed with a special procurement. Public notice of the approval of a special procurement must be given in the same manner as provided in ORS 279B.055(4). If the public charter school intends to award a contract through special procurements that calls for competition among prospective contractors, the public charter school shall award the contract to the contractor it determines to be most advantageous to the public charter school.

When the LCRB approves a class special procurement the public charter school may award contracts to acquire goods and services within the class of goods and services in accordance with the terms of the approval without making a subsequent request for a special procurement.

The following are additional considerations and requirements for specific types of special procurements. The request submitted to the LCRB should address these provisions and satisfy any requirements.

¹ Procurement law for goods and services uses the term “special procurement.” Procurement law for public improvement contracts does not use the term “special procurement,” but a comparable exemption is allowed under ORS 279C.335.

Brand Names or Equal²

1. “Brand name or equal specification” means a specification that uses one or more manufacturers’ names, makes, catalog numbers or similar identifying characteristics needed to meet the public charter school’s requirements and that authorizes bidders or proposers to offer goods or services that are equivalent or superior to those named or described in the specification.
2. “Brand name specification” means a specification limited to one or more products, brand names, makes, manufacturer’s names, catalog numbers or similar identifying characteristics.”
3. “Specification” means any description of the physical or functional characteristics of, or of the nature of, goods or services to be procured by a contracting agency.³

A brand name or equal specification may be used when the use of a brand name or equal specification is advantageous to the public charter school because the brand name describes the standard of quality, performance, functionality and other characteristics of the product needed by the public charter school. The public charter school is entitled to determine what constitutes a product that is equal or superior to the product specified, and any such determination is final. Nothing in the law or this administrative regulation may be construed as prohibiting the public charter school from specifying one or more comparable products as examples of the quality, performance, functionality or other characteristics of the product needed by the contracting agency.

A brand name specification may be prepared and used only if the public charter school determines for a solicitation or class of solicitations that only the identified brand name specification will meet the needs of the public charter school based on one or more of the following written determinations:

1. That use of the brand name specification is unlikely to encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts;
2. That use of a brand name specification would result in substantial cost savings to the contracting agency;
3. That there is only one manufacturer or seller of the product of the quality, performance or functionality required; or
4. That efficient utilization of existing goods requires the acquisition of compatible goods or services.

Advertising Contracts, Purchase of⁴

The public charter school traditionally purchases advertising in newspapers, however, the public charter school may also purchase advertising in other media, such as radio, television or the internet. Advertising contracts may be procured without competitive procurement based on findings of:

1. Advertisements are placed in a particular source because of the specific audience that source serves;

² For additional guidance, see OAR 125-247-0691.

³ Specification may include a description of any requirement for inspecting, testing or preparing goods or services for delivery.

⁴ See OAR 125-247-0288(5) for additional guidance.

2. Competition to furnish advertising space in daily newspapers of general, trade or business circulation in the vicinity of the public charter school is limited;
3. Cost savings are difficult to quantify where the sources are unique and not interchangeable;
4. Advertisements may be placed to satisfy legal notice or Board policy requirements;
5. Other published advertisements or notices, such as routine public notices, personnel recruitment information, etc., are placed in one or more of the publications of general circulation in the local area and other publications, as appropriate;
6. The communities served by the public charter school rely upon its use of the local daily newspaper as a central source of news and information regarding public charter school activities; or
7. It is unknown whether contracts for advertisements placed with radio, television, the internet or other media are going to result in cost savings if not placed for competitive bid or request for proposal (RFP). If possible, savings could be obtained through competitive means, the public charter school would attempt to obtain competitive quotes or bids, as appropriate.

Advertising Contracts, Sale of

The public charter school may sell advertising for public charter school publications and activities, regardless of a dollar amount, without competitive bidding, including school newspapers, yearbooks, athletic programs, drama or music programs and the like.

Sales of advertising for student activities are generally other fund revenues, where student groups solicit advertisements from local businesses to help with the cost of the activity itself. A common example is the sale of advertising in school newspapers and yearbooks. The public charter school itself would not achieve any increased revenue to the General Fund by seeking competitive bids or proposals for such advertising. This holds true for other student activities, such as athletics, drama or music events and the like.

Equipment Repair and Overhaul⁵

The public charter school may enter into a public contract for equipment repair or overhaul without competitive bidding when competitive procurement is not practical. This may include when service or parts required are unknown and the cost cannot be determined without extensive preliminary dismantling or testing, or service or parts required are for sophisticated equipment for which specially trained personnel are required and such personnel are available from only one source. The public charter school will use a competitive procedure to the extent practicable.

If the repair or overhaul qualifies as an emergency, the public charter school may use emergency procurement procedures.

Copyrighted Materials

Contracts for the procurement or distribution of textbooks are exempt from public procurement requirements. Purchase of copyrighted materials available from only one source may be procured through

⁵ For additional guidance, see OAR 127-247-0288(6).

the sole source procedures. Requests for special procurement approval for the purchase of other copyrighted materials may be submitted to the LCRB with supporting information.

Used Personal Property or Equipment, Purchase⁶

The public charter school may purchase used property or equipment without obtaining competitive bids or quotes, if at the time of purchase, the LCRB has determined that the purchase will result in substantial cost savings to the public charter school or promote the public interest and will unlikely diminish competition or encourage favoritism. “Used personal property or equipment” is property or equipment which has been placed in its intended use by a previous owner or user for a period of time recognized in the relevant trade or industry as qualifying the personal property or equipment as “used,” at the time of public charter school purchase.

Information Technology and Telecommunication Contracts⁷

The public charter school may enter into a contract to acquire information technology hardware and software and services (including telecommunications) without competitive bidding if, the LCRB has determined that the purchase will result in substantial cost savings to the public charter school or promote the public interest and will unlikely diminish competition or encourage favoritism.

Renegotiation of Existing Contracts with Incumbent Contractors

The public charter school may amend or renegotiate contracts with existing vendors, service providers or other parties in accordance with OAR 137-047-0800.

EXEMPTIONS FOR PUBLIC IMPROVEMENT CONTRACTS

Oregon law⁸ allows for exceptions to competitive bidding for public improvement contracts or classes of contracts when the LCRB approves findings that:

1. The exemption is unlikely to encourage favoritism in awarding public improvement contracts or substantially diminish competition for public improvement contracts; and
2. Awarding a public improvement contract under the exemption will likely result in substantial cost savings and other substantial benefits to the public charter school.

In approving a finding, the LCRB shall consider the type, cost and amount of the contract and, to the extent applicable to the particular public improvement contract or class of public improvement contracts, the following:

1. How many persons are available to bid;

⁶ For additional guidance, see OAR 125-247-0288(10). When contracting with another governmental entity, a public charter school has a statutory exception under ORS 279A.025. The public charter school may purchase state/federal surplus property through the Department of Administrative Services, State Services Division for Surplus Property. For more information on this program, contact DAS at 503-378-4714.

⁷ For additional guidance, see OAR 127-247-0185.

⁸ See ORS 279C.335.

2. The construction budget and the projected operating costs for the completed public improvement;
3. Public benefits that may result from granting the exemption;
4. Whether value engineering techniques may decrease the cost of the public improvement;
5. The cost and availability of specialized expertise that is necessary for the public improvement;
6. Any likely increases in public safety;
7. Whether granting the exemption may reduce risks to the contracting agency, the state agency or the public that are related to the public improvement;
8. Whether granting the exemption will affect the sources of funding for the public improvement;
9. Whether granting the exemption will better enable the contracting agency to control the impact that market conditions may have on the cost of and time necessary to complete the public improvement;
10. Whether granting the exemption will better enable the contracting agency to address the size and technical complexity of the public improvement;
11. Whether the public improvement involves new construction or renovates or remodels an existing structure;
12. Whether the public improvement will be occupied or unoccupied during construction;
13. Whether the public improvement will require a single phase of construction work or multiple phases of construction work to address specific project conditions; and
14. Whether the contracting agency or state agency has, or has retained under contract, and will use contracting agency or state agency personnel, consultants and legal counsel that have necessary expertise and substantial experience in alternative contracting methods to assist in developing the alternative contracting method that the contracting agency or state agency will use to award the public improvement contract and to help negotiate, administer and enforce the terms of the public improvement contract.

In granting this exemption, the LCRB shall:

1. If appropriate, direct the use of alternative contracting methods that take account of market realities and modern practices and are consistent with the public policy of encouraging competition;
2. Require and approve or disapprove written findings by the public charter school that support awarding a particular public improvement contract or a class of public improvement contracts, without the competitive bidding requirements. The findings must show that the exemption complies with the requirements outlined in this administrative regulation; and
3. If the procurement involves construction manager/general contractor services, require the public charter school conduct the procurement in accordance with OAR 137-049-0690.

Notification of a proposed exemption under this section must be published in at least one trade newspaper of general statewide circulation a minimum of 14 days before the date on which the LCRB intends to take

action to approve or disapprove the exemption. The notice must state that in response to a written request, the public charter school will hold a public hearing for the purpose of taking comments on the draft findings for an exemption from the competitive bidding requirement.⁹ If a hearing is held, the public charter school shall offer an opportunity for any interested party to appear and comments. If the public charter school must act promptly because of circumstances beyond the public charter school's control that do not constitute an emergency, notification of the proposed exemption may be published simultaneously with the public charter school's solicitation of contractors, as long as responses to the solicitation are due at least five days after the agency intends to take action to approve or disapprove the proposed exemption.

Corrected 12/03/24

⁹ The public charter school may hold a hearing even if there is no written request.

Lourdes Public Charter School

Code: DLC
Adopted:

Expense Reimbursements

The public charter school will reimburse employees for authorized expenses incurred for professional growth and/or job requirements in accordance with administrative regulations developed by the administrator and consistent with Internal Revenue Service requirements.

END OF POLICY

Legal Reference(s):

[ORS 294.155](#)

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

[OAR 581-022-2660](#)

I.R.C. § 162 (2006); Business Expenses, 26 C.F.R. 1.162-1.

INTERNAL REVENUE SERVICE, PUBLICATION 463: TRAVEL, ENTERTAINMENT, GIFT AND CAR EXPENSES.

Corrected 12/03/24

Lourdes Public Charter School

Code: DLC-AR(1)

Revised/Reviewed:

Staff Expense Reimbursement

Expense reimbursement for staff traveling on approved public charter school business will be governed by the following procedures. Travel expenses include travel fares, meals and lodging and expenses incident to travel. Only travel expenses as are ordinary and necessary in the conduct of approved travel for public charter school business purposes and directly attributable to it will be reimbursed. As used in this regulation an “ordinary” expense means one that is common and accepted in the profession; a “necessary” expense means one that is essential and appropriate in order to conduct public charter school business.

Reimbursement procedures established by the public charter school will also apply to Board members traveling on Board-approved public charter school business, as applicable.

Out-of-state travel requires prior approval from the Board.

Insurance Coverage

1. Insurance costs are included as part of the mileage reimbursement for employees authorized to use a private vehicle to conduct public charter school business. It is the responsibility of the owner or driver of the vehicle to be certain that the vehicle is adequately covered by insurance.
2. The responsibility of the public charter school for damages resulting from vehicle accidents is not the same as set forth in the public charter school’s general liability insurance policy. The employee’s insurance coverage provides primary coverage when the employee is driving his or her own vehicle on approved public charter school business.
3. All public charter school employees operating private vehicles on approved public charter school business are required to complete and maintain on file with the public charter school verification of vehicle liability insurance that meets or exceeds Oregon statutory minimum limits. This verification is required prior to any public charter school approval to conduct public charter school business in a private vehicle. Employees are required to update their verification of vehicle liability information maintained on file with the public charter school upon **any** change in the employee’s vehicle insurance coverage.

Meals and Meetings

1. Reimbursement will be made for ordinary and necessary meal expenses incurred in the course of approved travel for public charter school business. Meals include amounts spent for food, beverage, taxes and related gratuities. Alcoholic beverages will not be reimbursed by the public charter school. See **Expense Reimbursement Request and Accounting Procedures** below.
2. Expenses in excess of the public charter school’s established limit are ordinarily the responsibility of the employee and may be reimbursed only with approval from the administrator. Receipts for all meal expenses must be secured and attached to the claim.

Reservations, Commercial Carrier and Lodging

1. Travel must be conducted in the most expeditious and cost-effective manner, as determined by the public charter school.
2. Each employee is responsible for making their own reservations after submitting a travel request for approval to, and receiving approval from, the administrator. The school office will work with staff to make reservations using school credit card during business hours.

Vehicle Rentals

1. Rental vehicles may be used only when use will affect a savings or otherwise be more advantageous to the public charter school or when the use of other transportation is not feasible, and when the staff member has access to a school credit card.
2. Rental of a compact vehicle is recommended when suitable for approved public charter school business because of the lower initial rate and the guaranteed rate. Certain rental agencies guarantee the compact rate in all owned stations and in most licensee stations, which means that if a reservation for a compact vehicle is accepted and one is not available, a standard-sized vehicle will be substituted at the compact rate.
3. Rental vehicles will be used only for official travel or in lieu of taxi for necessary travel. Any additional costs incurred for other usage will be the personal responsibility of the traveler.
4. Employees will be informed if the public charter school carries the rental car endorsement as part of its insurance coverage. In the event the public charter school does not carry the rental car endorsement the employee will be authorized to purchase insurance coverage from the rental agency.

Cancelled Trips

1. If an employee cannot leave at the scheduled time, it is their responsibility to call the travel carrier and arrange to have the tickets cancelled or exchanged with the earliest possible advance notice to avoid a cost or loss to the school.
2. Commercial carrier reservation cancellations must be made at least 24 hours before departure time, whenever possible.
3. Lodging reservations must be cancelled by the employee as soon as possible to avoid a cancellation charge.
4. If a trip is cancelled after an advance and/or tickets have been issued, the advance and tickets must be returned to the school office immediately.

Personal Travel Combined with Public Charter School Business Travel

1. If an individual traveling on approved public charter school business engages in both business and personal activities, travel expenses incurred will be reimbursed only for expenses that are ordinary and necessary in the conduct of public charter school business. Expenses incurred as a part of personal business are the sole responsibility of the traveler.

2. When personal travel is combined with approved public charter school business travel and the individual is traveling by less than the most expeditious and cost-effective manner, any additional costs must be paid by the traveler.
3. Time away from work caused by traveling by less than the most expeditious means available for personal purposes must be charged to vacation or other appropriate leave.
4. Vacation or other personal leave may be taken in conjunction with approved public charter school travel subject to the following:
 - a. Time delays related to approved public charter school business are charged as working time even if no work is performed;
 - b. If the employee travels by less than the most cost-effective manner, as determined by the public charter school, for approved public charter school business or for personal travel combined with travel for public charter school business purposes, he or she must pay the additional cost (e.g., increased fare, meals, lodging expenses, etc.) incurred as a result of the personal travel;
 - c. All subsistence and local transportation (e.g., taxi, vehicle fare, etc.) while on vacation status or other appropriate leave must be paid by the employee;
 - d. The traveler will not be required to pay any of the basic transportation costs incurred as a part of the approved public charter school business, even though he or she spends a substantial part of the total time away from home on vacation or other personal leave, provided the employee was traveling on approved public charter school business;
 - e. A traveler who decides on their own to conduct public charter school business without prior approval, while on vacation or other personal leave, cannot then use this as a justification to have the public charter school pay his or her basic transportation cost from the public charter school to the location visited, or submit a request for other expense reimbursement.

Expense Reimbursement Request and Accounting Procedures

1. Reimbursement requests detailing actual expenditures must be submitted on the public charter school's travel expense form and approved by the administrator in writing. Receipts and supporting documentation must accompany all expense reimbursement requests. This includes, but is not limited to, receipts for transportation, lodging, meals, registration, conference and workshop fees. All requests must be submitted to the public charter school office within 30 days of the conclusion of the trip.
2. Expenses which consist primarily of the cost of furnishing meals for others will be reimbursed upon submission of a travel expense report which includes:
 - a. The names of guests;
 - b. The organizations involved;
 - c. A full explanation of the public charter school business purpose of the meeting, e.g., location, dates, purpose of meeting.
3. In the event a vehicle was rented, a copy of the rental agreement and applicable receipt must be attached to the travel expense report. Purchase of gas and oil which have been deducted from the rental charge by the rental agency must be included.

4. Any claim for mileage reimbursement only may be submitted at the end of each month in which reimbursement is to be claimed. A claim must be submitted no later than 30 calendar days of incurring the expense. Reimbursement claims later than 30 calendar days of the expense will be denied.
5. Mileage for approved public charter school business travel in a private vehicle will be reimbursed at the current rate per mile established by the public charter school or Internal Revenue Service (IRS), as applicable. Reimbursement that exceeds the IRS rate will be included as income to the employee in accordance with IRS regulations.
6. Meal expenses for approved public charter school business travel purposes, may be reportable as income to the employee in accordance with IRS regulations. Generally, meal expenses incurred for approved public charter school business purposes in which public charter school business is conducted with at least one or more other persons, or that is incurred on approved public charter school business for a trip that is overnight, or long enough that the individual needs to stop for sleep or rest to properly perform their duties, as defined by the IRS, will not be reportable as income to the employee.
7. In the event the total of the amount charged to, and/or received from the public charter school by the employee as advances, reimbursement or otherwise, exceeds the ordinary and necessary business expenses, the excess must be reported as income in accordance with IRS requirements.

Reimbursable Expense Limitations

1. Meal expenses may be reimbursed subject to the following limitations:

Allowance:	Breakfast	\$15
	Lunch	\$18
	Dinner	\$25

2. Gratuities must not exceed 15 percent and must be included as a part of the receipt. Gratuities in excess of 15 percent are the responsibility of the employee and will not be reimbursed by the public charter school.
3. Other expenses such as toll charges, parking fees, valet services, cleaning, pressing and laundry may be reimbursed if length of a trip or circumstances demand.
4. Mileage reimbursement for actual miles traveled on public charter school business, may be approved subject to the following limitations:
 - a. Mileage reimbursement will not be granted to an employee, other than a public charter school-approved tutor, for traveling from his or her residence to the place where work begins for the day or for returning home from the last place worked during the day;
 - b. Reimbursement will be made only for those miles actually traveled in the course of completing approved public charter school business. When chauffeured, mileage for two round trips and short-term parking will be reimbursed if not greater than the cost of one round trip plus economy parking;
 - c. Group travel may be requested on one travel request form for a group traveling together as long as advance and reimbursement is payable to one person who has complete responsibility for reporting expenses;

- d. In the event a private vehicle is approved for use from home, to or from airport or railroad station, mileage for one round trip and economy parking will be reimbursed. Parking receipts are required;
 - e. Individuals requesting reimbursement for use of a private vehicle on approved school business must meet insurance requirements. See **Insurance Coverage** above.
- 5. Lodging will be reimbursed at reasonable commercial rates.
 - 6. Local taxi, shuttle, bus fares and vehicle rentals may be reimbursed, subject to the public charter school's requirement that travel selected is by the most expeditious, cost-effective manner, as determined by the public charter school.

Corrected 12/03/24

Lourdes Public Charter School

Code: DLC-AR(2)
Revised/Reviewed:

Staff Expense Reimbursement Request Form

Name of claimant: _____ Date: _____

Address/City/Zip Code: _____

School/Location: _____

Time period covered: _____ to _____

Event: _____

Expense _____ **Reimbursement Amount** _____

Mileage _____ @ IRS rate _____ = _____

Lodging _____ = _____

Meals

Date	Breakfast	Lunch	Dinner	
				=
				=
				=

Other incidental expenses (e.g., valet, housekeeping): _____ = _____

Total due to employee or school = _____

I certify that the above claim accurately reflects actual expenses incurred by me in authorized school travel.

Employee signature: _____ Date: _____

All receipts must be attached, substantiating request for reimbursement. Form must be completed totally. If not preprinted on receipt, write names of restaurant on meals receipts and itemize meals. If more than \$15 for breakfast, \$18 for lunch and \$25 for dinner is expended, please attach an explanation and rationalization. If you paid for persons other than yourself, please list all individuals' names and positions on receipts or attach additional page, if necessary.

Administrator approval: _____ Date: _____

Comments: _____

Lourdes Public Charter School

Code: DN

Adopted:

Disposal of School Property

The administrator may dispose of all obsolete, surplus, unwanted and/or excessively damaged equipment and supplies owned by the school at their discretion.

Other equipment and supplies owned by the school may be disposed of using the following procedures:

1. The Board will pass a resolution declaring the property surplus for equipment and supplies valued at \$500 or more;
2. Items estimated by the administrator to have a value of less than \$500 may be sold or disposed of by the administrator at the administrator's discretion. All sales by the administrator will be recorded by item, price and buyer and the record maintained in the school office.

If the school property was purchased with state, federal or private grant funds disposal of the property shall be made as outlined in the grant or by state or federal regulations.

If the charter is terminated or a public charter school is dissolved, the assets of the public charter school that were purchased with public funds shall be given to the State Board of Education.

END OF POLICY

Legal Reference(s):

[ORS 279B.055](#)

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

[ORS 332.155](#)

EDUCATION, TITLE 34 C.F.R. PART 80 § 80.32(e)

Corrected 12/03/24