

LODI UNIFIED SCHOOL DISTRICT

Business and Non-Instructional Operations

Policy 3314

Payment for Goods and Services

The Board of Education recognizes the importance of developing a system of internal control procedures in order to help fulfill its obligation to monitor and safeguard district resources. To facilitate warrant processing, the Superintendent or designee shall ensure that purchasing, receiving, and payment functions are kept separate. He/she shall also ensure that invoices are paid expeditiously so that the district may, to the extent possible, take advantage of available discounts and avoid finance charges.

The Superintendent or designee shall sign all warrants and shall ensure that warrants have appropriate documentary support verifying that all goods and services to be paid for have been delivered or rendered in accordance with the purchase agreement.

The Board shall ratify all warrants at a regularly scheduled Board meeting.

The District shall not be responsible for unauthorized purchases.

Legal References: EDUCATION CODE
17605 Delegation of authority for purchases
42630-42651 General provisions - orders, requisitions and warrants
42800-42806 Revolving cash fund
42810 Alternative revolving fund
42820 Prepayment funds
GOVERNMENT CODE
16.5 Digital signatures
5500-5506 Uniform Facsimile Signature of Public Officials Act
8111.2 Definition of public entity
CODE OF CIVIL PROCEDURES
685.010 Rate of interest

PUBLIC CONTRACT CODE

7107 Retention proceeds; withholding; disbursement

7201 Retention proceeds; limits and exceptions

9203 Payment for projects costing over \$5,000

20104.50 Construction progress payments

CODE OF REGULATIONS, TITLE 2

22000-22005 Digital Signatures

Policy

adopted: 05/20/97

revised: 01/15/08

revised: 02/20/18