

PAYMENTS FOR GOODS AND SERVICES**PAYMENTS RELATED TO CONSTRUCTION****A. PURPOSE AND SCOPE**

The Governing Board desires to furnish books, materials and instructional Equipment, in addition to providing adequate facilities, as needed for the educational program. Because the needs of the district must be met with limited available funds, the Board may charge fees when specifically authorized by law.

B. GENERAL

The Superintendent or designee shall ensure that requests for progress payments related to construction contracts are processed and paid within 30 days. Any improper request shall be returned to the contractor within seven days, together with a written statement of why the request is not proper. (Public Contract Code 20104.50)

Retention proceeds withheld by the district from payments to contractors for construction shall be released within 60 days after the construction or improvement is completed. In the event of a dispute between the district and the contractor, the district may withhold from the final payment an amount not to exceed 150% of the disputed amount. (Public Contract Code 7107)

C. FORMS USED AND ADDITIONAL REFERENCES

Facilities Development files a notice of completion with the San Joaquin County Recorder when construction projects are completed. Form W-9 is used to insure proper federal and state reporting for payments made to contractors.

D. PROCEDURE

All payments for goods and services shall be made against an invoice generated by the vendor, for items or services acquired in accordance with purchasing and financial policies and regulations.

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E. REPORTS REQUIRED

Monthly reports to the Board for purchase orders issued and payments made are submitted by Financial Services for all funds. Construction projects are submitted to the Board for approval on an individual basis.

F. RECORD RETENTION

Financial Services maintains documentation of payments made. Facilities maintains contracts with vendors.

G. RESPONSIBLE ADMINISTRATIVE UNIT

Facilities Development

H. APPROVED BY

Assistant Superintendent for Business Services