

# HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PAYMENT OF BILLS

ADOPTED: May 29, 2004

REVISED:

616. PAYMENT OF BILLS	
<p>1. Purpose</p>	<p>It is the Board's intent to direct prompt payment of bills but at the same time to ensure that due care has been taken in the review of district bills.</p>
<p>2. Authority SC 439, 607, 1155  SC 427, 439</p>	<p>Each bill or obligation of this district must be fully itemized, verified and approved by the Board before a check can be drawn for its payment, except that the Board Secretary is permitted to draw payment orders for:</p> <ol style="list-style-type: none"> <li>1. The prompt payment of items that will accrue to the district's advantage.</li> <li>2. Progress payments to contractors specified in a contract approved by the Board.</li> <li>3. Orders to cover approved payrolls and agency account deposits.</li> <li>4. Utility bills in months the Board does not meet.</li> </ol>
<p>3. Delegation of Responsibility       SC 607, 687 Pol. 612</p>	<p>It shall be the responsibility of the Business Office upon receipt of an invoice to verify that the purchase invoice is in order, goods were received in acceptable condition or services were satisfactorily rendered, funds are available to cover the payment, the Board had budgeted for the item, and invoice is for the amount contracted.</p> <p>Should the invoice vary from the acknowledged purchase order, the Business Office shall document on the invoice the reason for such variance.</p> <p>Should funds not be available in the account to which a proposed purchase will be charged, the designated administrator shall determine the overage and request the Board make a legal transfer to cover it.</p> <p>All claims for payment shall be submitted to the Board and recorded in the minutes of the Board meeting.</p>

616. PAYMENT OF BILLS - Pg. 2

	<p>The list of bills shall include for each:</p> <ol style="list-style-type: none"> <li>1. Check number.</li> <li>2. Check date.</li> <li>3. To whom paid.</li> <li>4. Amount of remittance.</li> <li>5. Reason for remittance.</li> <li>6. Account charged.</li> </ol> <p>Prior to the Board's consideration of the bills for payment, each invoice shall be reviewed by the Board Treasurer and/or Board Secretary.</p>
SC 439	<p>Upon approval of an order, the Treasurer shall prepare a check for payment and cancel the commitment placed against the appropriate account.</p>
SC 427, 433	<p>All General Fund and Construction Fund checks approved by the Board shall be signed by the President, Treasurer and Board Secretary.</p> <p>All General Fund checks require one (1) live signature.</p>
SC 427, 439	<p>Cafeteria Fund checks approved by the Board shall require the signatures of the President and Treasurer.</p>
SC 428	<p>The Vice-President may sign for the President.</p>
4. Guidelines 65 P.S. 302	<p>Signatures of the President, Vice President, Treasurer and Board Secretary may be engraved on a signature plate or stamp, which shall be secured in the business office.</p> <p>No check shall be made out to cash.</p> <p><u>Sales Tax</u></p>
72 P.S. 7204 (12)	<p>The district is exempt from sales tax on the purchase of tangible, personal property or services that are sold or used by the district. The district shall control use of its sales tax exemption number issued by the Department of Revenue, in compliance with established regulations. The exemption number shall be used only when buying property or services for district use.</p>

616. PAYMENT OF BILLS - Pg. 3

<p>School Code 427, 428, 433, 439, 607, 608, 610, 687, 1155</p> <p>65 P.S. 301 et seq</p> <p>72 P.S. 7204 (12)</p> <p>Board Policy 612</p>	<p>The district shall obtain a sales tax license number for school organizations who purchase items to be resold.</p> <p>In order to monitor these activities, the Director of Administrative Services shall develop procedures to assure coordination and accumulation of information and proper reporting and remittance to the Department of Revenue.</p>
--	--