

PAYMENT FOR GOODS AND SERVICES

The Governing Board 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 and/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.

(cf. 3300 - Expenditures and Purchases)
(cf. 3312 - Contracts)
(cf. 3314.2 - Revolving Funds)
(cf. 3400 - Management of District Assets/Accounts)
(cf. 9320 – Meetings and Notices)

The Superintendent and/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 approve all warrants at a regularly scheduled Board meeting.

(cf. 9320 – Meetings and Notices)

The district shall not be responsible for unauthorized purchases.

Legal Reference:

EDUCATION CODE

17605	Delegation of authority for purchases
42630	42651 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 Signatures of Public Officials Act
8111.2	Definition of Public Entity

CODE OF CIVIL PROCEDURE

685.010	Rate of Interest
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PUBLIC CONTRACT CODE

7107	Retention Proceeds; Withholding; Disbursement
9203	Payment for Projects Costing Over \$5000
20104.50	Construction Progress Payments

CODE OF REGULATIONS, TITLE 2

22000-22005 Digital signatures

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance Fiscal Accountability, 2006

WEB SITES

CSBA:<http://www.csba.org>

California Secretary of State, digital signatures: <http://www.sos.ca.gov/digsig/digsig.htm>

Fiscal Crisis Management & Assistance Team: <http://www.fcmat.org>

ADOPTED: 03/10/04 REVISED 4/14/10