LENAPE AREA VOCATIONAL TECHNICAL SCHOOL

SECTION: FINANCES

TITLE: PAYMENT OF BILLS

ADOPTED: December 20, 2007

REVISED: March 19, 2009
February 18, 2016

616. PAYMENT OF BILLS

1. Purpose

It is the Joint Operating Committee'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 the school's bills.

2. Authority
SC 439, 607, 1155

Each bill or obligation of the Joint Operating Committee must be fully itemized, verified and passed upon by the Joint Operating Committee before a check can be drawn for its payment, except that the Joint Operating Committee Secretary is permitted to draw payment orders for:

SC 427, 439

1. The prompt payment of items that will accrue to the school's advantage.

2. Progress payments to contractors specified in a contract approved by the Joint Operating Committee.

3. Orders to cover approved payrolls and agency account deposits.

4. Utility bills in months the Joint Operating Committee does not meet.

3. Delegation of Responsibility

It shall be the responsibility of the Administrative Director or appropriate personnel designated by the Administrative Director 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 Joint Operating Committee had budgeted for the item, and invoice is for the amount contracted.

Should the invoice vary from the acknowledged purchase order, the Administrative Director or appropriate personnel designated by the Administrative Director shall document on the invoice the reason for such variance.

SC 607, 687

Should funds not be available in the account to which a proposed purchase will be charged, the Administrative Director or appropriate personnel designated by the Administrative Director shall determine the overage and request the Joint Operating Committee make a legal transfer to cover it.

	All claims for payment shall be submitted to the Joint Operating Committee and recorded in the minutes of the Joint Operating Committee meeting. The list of bills shall include for each: 1. Check number. 2. Vendor. 3. Amount of remittance. 4. Reason for remittance. Prior to the Joint Operating Committee's consideration of the bills for payment, each invoice shall be reviewed by the Administrative Director or appropriate personnel designated by the Administrative Director.
SC 439	Upon approval of an order, the Treasurer shall prepare a check for payment and cancel the commitment placed against the appropriate account.
SC 427, 433, 439	All checks approved by the Joint Operating Committee shall be signed by the Chairperson, Joint Operating Committee Secretary, and Treasurer.
SC 428	The Vice-Chairperson may sign for the Chairperson.
4. Guidelines Act 276 of 1974	Signatures of the Chairperson, Vice-Chairperson, Treasurer and Joint Operating Committee Secretary may be engraved on a signature plate or stamp. Checks that exceed $10,000 will have one original signature. No check shall be made out to cash. <u>Sales Tax</u>
72 P.S. 7204(12)	The school is exempt from sales tax on the purchase of tangible, personal property or services that are sold or used by the school. The school 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 use by the school. The school shall obtain a sales tax license number for school organizations who purchase items to be resold. In order to monitor these activities, the Administrative Director or appropriate personnel designated by the Administrative Director shall develop procedures to assure coordination and accumulation of information and proper reporting and remittance to the Department of Revenue.