

FOX CHAPEL AREA SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PAYMENT OF BILLS

ADOPTED: May 10, 2010

REVISED:

616. PAYMENT OF BILLS	
1. Purpose	It is the Board’s intent to direct prompt payment of bills but at the same time to ensure that appropriate action has been taken in the review of district bills.
2. Authority SC 439, 607, 1155 SC 427, 439	<p>Each bill or obligation of this district must be fully itemized, verified and approved before a check can be drawn for its payment and approved by the Board, except that the Board Secretary, and Board President are permitted to draw payment orders for:</p> <ol style="list-style-type: none"> 1. The prompt payment of items that will accrue to the district’s advantage, provided however, that all such bills and invoices will be submitted to the Board for confirmation at its next regularly scheduled meeting held subsequent to any such payment. 2. Progress payments to contractors specified in a contract approved by the Board. 3. Orders to cover approved payrolls and agency account deposits. 4. Utility bills in months the Board does not meet.
3. Delegation of Responsibility SC 607, 687 Pol. 612	<p>It shall be the responsibility of the Administrative Assistant for Business Affairs or designee 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 the invoice is for the amount contracted.</p> <p>Should the invoice vary from the appropriately acknowledged purchase order, the Administrative Assistant for Business Affairs or designee shall document the reason for such variance.</p> <p>Should funds not be available in the account to which a proposed purchase will be charged, the Administrative Assistant for Business Affairs or designee shall determine the overage and request for the Board’s consideration a budget transfer.</p>

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	<p>All claims for payment shall be submitted to the Board and recorded in the minutes of the Board meeting.</p> <p>The list of bills shall include for each:</p> <ol style="list-style-type: none">1. Vendor.2. Amount of remittance.3. Reason for remittance.4. Account number and category. <p>SC 427, 433, 439</p> <p>All checks approved by the Board shall be signed by the President, Board Secretary and Treasurer.</p> <p>SC 428</p> <p>The Vice-President may sign for the President.</p> <p>4. Guidelines 65 P.S. 302</p> <p>A facsimile signature may be approved for the Board President for certain documents, as approved by the Solicitor.</p> <p>No check shall be made out to cash.</p> <p><u>Sales Tax</u></p> <p>72 P.S. 7204(12)</p> <p>The district is exempt from sales and use 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> <p>The district shall maintain a sales tax license number for the high school store.</p> <p>In order to monitor these activities, the Administrative Assistant for Business Affairs shall develop procedures to assure coordination and accumulation of information and proper reporting and remittance to the Department of Revenue.</p>
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School Code
427, 428, 433,
439, 607, 608,
610, 687, 1155

65 P.S. 301 et seq

72 P.S. 7204 (12)

Board Policy
612