PURCHASING AND ACQUISITION:
PAYMENT PROCEDURES
CHF (REGULATION)

ACCOUNTS

Accounts payable checks will be issued weekly.

Requisitions requiring the issuance of a check must reach the business office for clearance at least one week before the check is needed.

In case of an emergency, the business office will issue a check in advance if the requisition is signed by the Superintendent of designee.

PAYMENT PROCEDURES

District payment procedures are as follows:

1. Payment is made by proper invoice only.

2. Vendors will be paid for goods purchased by the District after the accounts payable office has on file a copy of the invoice and a receiving report on the items purchased.

3. Payment for the purchase must be approved by the Superintendent or designee when receipt of shipment is submitted.

4. Records of all purchases, expenditures, and receipts will be kept in accordance with the TEA *Financial Accountability System Resource Guide,* public law, and the recommendations of the independent auditor.

APPROVED – JANUARY 2015