

Business and Non-Instructional Operations

Payment for Goods and Services

The Board of Education desires to have invoices paid on time in order that the District may take advantage of available discounts and avoid finance charges. The Superintendent or designee may authorize payment for goods and services (E.C. 35161). Such purchases shall not exceed the limits imposed by law and will conform to all codes and regulations as legally prescribed. Expenditures will be within the limitations of the Board-approved budget. All such transactions shall be reviewed by the Board every 60 days. The District shall not be responsible for unauthorized purchases (E.C. 39657). (cf. 3312 - Contracts) (cf. 3300 - Expenditures/Expending Authority) (cf. 3314.2 - Revolving Funds) (cf. 3400 - Management of District Assets/Accounts)

Each order drawn on the funds of the District shall be signed by at least a majority of the members of the governing board, or by a person or persons authorized by the board to sign orders in its name. No person other than an officer or employee of the District shall be authorized to sign orders (E.C. 42632).

The Board shall be responsible for filing or causing to be filed with the County Superintendent of Schools the verified signature of each person, including members of the Board, authorized to sign orders in its name (E.C. 42633). The Superintendent or designee may file his/her manual signature with the Secretary of State and may subsequently have a facsimile signature used when executing any instrument of payment (G.C. 7107). The Board will notify the Superintendent of any specific type of expenditure requiring Board approval prior to processing.

Legal Reference:

EDUCATION CODE

- 35161 Powers and duties
- 39657 Delegation of authority to purchase supplies and equipment; limitations on Expenditures; reviews personal liability
- 42630-42651 General provisions - orders, requisitions, and warrants
- 42800-42806 Revolving cash fund
- 42810 Alternative revolving fund
- 42820 Prepayment funds

GOVERNMENT CODE

- 5500 Definitions (facsimile signatures)
- 5501 Filing and certification of manual signature
- 5593 Unlawful use of facsimile signatures or seals

CODE OF CIVIL PROCEDURES

- 685.010 Rate of interest

PUBLIC CONTRACT CODE

- 7107 Retention proceeds; withholding; disbursement
- 20104.50 Construction progress payments