

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Receiving/Paying for Goods and Services

All goods and services acquired on behalf of the School Board must be paid in accordance with this Policy.

A. Receiving Goods

All goods received must be accepted by a School Division employee authorized to certify that the goods were received in good condition before payment can be approved.

B. Paying for Goods and Services

1. The School Division's procurement manual must be followed when procuring goods and services. Purchase orders must should be issued for all transactions unless otherwise exempted, per the manual. -All transactions require either issuance of a Ppurchase orders or completion of a payment request.s must be completed for all transactions. The procurement manual must be followed for procuring goods.
2. Payment for goods or services will be made only if an itemized invoice, receipt, or supporting documentation is submitted and approved by an authorized employee in accordance with the procurement manualguidelines.

~~No payment for goods or services shall be made, unless both an itemized invoice showing name of the person or firm to whom payment is due is present and an electronic receipt has been completed and approved in the purchasing software by an authorized school employee who is on file. Furthermore, the invoice must have been issued in response to an approved purchase order.~~

3. The Chief Financial Officer or designee shall establish procedures for accounting, purchasing and warrant writing so that each transaction is internally audited by several employees as they perform the required functions.
4. A time frame for the prompt payment of invoices is established in the legal reference to this Policy.

Editor's Note

See also the School Division's "Procurement Policy and Procedures Manual."

Legal Reference

Code of Virginia § 22.1-4300, et seq., as amended. Virginia Public Procurement Act.

Code of Virginia § 22.1-122, as amended. Approval and payment of claims; warrants; prohibited acts.

Code of Virginia § 22.1-122.1, as amended. Accounts to purchase certain materials and supplies.

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APPROVED AS TO
LEGAL SUFFICIENCY

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