

Business and Noninstructional Operations**PAYMENT FOR GOODS AND SERVICES**

The Governing Board recognizes the importance of developing a system of internal control procedures in order to help fulfill its obligation to monitor and safeguard district resources. To facilitate warrant processing, the Superintendent or designee shall ensure that purchasing, receiving, and payment functions are kept separate. He/she shall also ensure that invoices are paid expeditiously so that the district may, to the extent possible, take advantage of available discounts and avoid finance charges.

The Superintendent or designee shall sign all warrants and shall ensure that warrants have appropriate documentary support verifying that all goods and services to be paid for have been delivered or rendered in accordance with the purchase agreement.

The Board shall approve all warrants at a regularly scheduled Board meeting.

The district shall not be responsible for unauthorized purchases.

Legal Reference:**State**

2 CCR 22000-22005

Code of Civil Procedure 685.010

Ed. Code 17605

Ed. Code 42630-42651

Ed. Code 42800-42806

Ed. Code 42810

Ed. Code 42820

Gov. Code 16.5

Gov. Code 5500-5506

Gov. Code 811.2

Pub. Cont. Code 20104.50

Pub. Cont. Code 7107

Pub. Cont. Code 7201

Pub. Cont. Code 9203

Management Resources

Website

Website

Website

Website

Description[Public entity use of electronic signatures](#)[Rate of interest](#)[Delegation of authority to purchase supplies and equipment](#)[Orders, requisitions and warrants](#)[Revolving cash fund](#)[Revolving cash funds; use; administrators](#)[Prepayment funds](#)[Electronic signatures](#)[Uniform Facsimile Signatures of Public Officials Act](#)[Definition of public entity](#)

Timely progress payments

[Retention proceeds; withholding; disbursement](#)[Retention proceeds; limits and exceptions](#)[Payment for projects costing over \\$5000](#)**Description**[CSBA District and County Office of Education Legal Services](#)[California Secretary of State, digital signatures](#)[CSBA](#)[Fiscal Crisis and Management Assistance Team](#)**WESTMINSTER SCHOOL DISTRICT**

Westminster, California

Policy Adopted: December 20, 1990

Revised: April 17, 1997

Revised: February 8, 2024