

ADMINISTRATIVE REGULATION

No. 614(a)

**Board of Trustees
Douglas County School District**

FINANCES

SUBMITTAL OF INVOICE FOR PAYMENT

It shall be the responsibility of the administrator, department supervisor, or other designated budget manager ("responsible party") to verify that each vendor's invoice submitted for payment is accurate, complete, and supported by appropriate documentation.

The responsible party shall ensure that:

1. The invoice is an original invoice, or system-generated invoice and is fully itemized to show the goods or services provided and the dates of service.
2. The goods were received in acceptable condition or services were satisfactorily rendered, as evidenced by receiving documentation or other written confirmation.
3. The items billed are consistent with the applicable purchase order, contract, grant award, or other authorization, and the invoice amount matches or appropriately reflects any approved changes.
4. Sufficient budget is available in the appropriate account or funding source to cover the payment, and the charge is allowable under applicable law, regulation, grant terms, and District policy.

If these conditions are met, the responsible party shall indicate authorization to pay in the manner prescribed by the business services department (e.g., signature or electronic approval). If the invoice is not acceptable, the responsible party shall promptly work with the vendor to obtain a corrected invoice or otherwise resolve discrepancies before authorizing payment.

Verified and authorized invoices shall be submitted to accounts payable in business services in accordance with timelines and procedures established by the superintendent of chief financial officer to ensure prompt and lawful payment of obligations.

This regulation implements Board Policy 614, Payment of Valid Obligations, and shall be applied in conjunction with the District's purchasing policies and regulations, including Policy 606BP, Purchasing Objectives, and applicable grant and federal procurement requirements.

Date Adopted: 03/31/2014
Revised: 3/26/2026