

Book	Policy Manual
Section	(G) FINANCES
Title	Policy G116 - Payment Of Claims
Code	G116
Status	Active
Adopted	March 10, 1982
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Last Reviewed	April 9, 2014

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Section: Finances

I. Purpose

It is the Joint Committee's intent to affect the prompt payment of bills, but at the same time to ensure that due care has been taken in the review of EASTERN's bills.

II. Authority

Each bill or obligation of the Joint Committee must be fully itemized, verified and passed upon by the Joint Committee before a check can be released for its payment, except that the Director or Business Manager is permitted to draw payment orders for:

items the prompt payment of which will accrue to the advantage of EASTERN;
progress payments to contractors as specified in a contract approved by the Joint Committee;
orders to cover approved payrolls and agency account deposits;
utility bills in months the Joint Committee does not meet;and
payments made pursuant to employment agreements previously approved by the Joint Committee.

III. Delegation of Responsibility

It shall be the responsibility of the Business Manager, upon receipt of any invoice, to verify that the purchase invoice is in order, the goods were received in acceptable condition or services were satisfactorily rendered, funds are available to cover the payment, the item is one for which the Joint Committee had budgeted, and the invoice is for the amount contracted. Should the invoice vary from the acknowledged purchase order, the Business Manager shall document on the invoice the reason for such variance.

The check list shall be submitted to the Joint Committee and recorded in the official minutes of the Joint Committee. The check list shall include the following for each item:

Check number
Check date
Vendor name and comment
Amount of remittance.

Upon the approval of any order, the Business Manager shall release a check for payment, and cancel the commitment placed against the appropriate account.

All checks approved by the Joint Committee shall be signed by the President and Secretary.

IV. Guidelines

Signatures of the President and Secretary may be computer generated, with appropriate password-protected authorization.

No check shall be made out to cash.

No blank checks shall be signed.

Adopted: 3/10/82

Revised: 9/11/13

Revised: 4/09/14