

Central Greene School District

Section FINANCESTitle PAYMENT OF CLAIMSCENTRAL GREENE SCHOOL DISTRICTDate Adopted October 21, 1981

Guide		Reference
	616. PAYMENT OF CLAIMS	
1. <u>Purpose</u>	It is the purpose of the Board to effect the prompt payment of bills, but at the same time to ensure that due care has been taken in the review of such bills.	
2. <u>Authority</u>	<p>Each bill or obligation of this Board must be fully itemized, verified and passed upon by the Board before a check can be drawn for its payment, except that the Secretary is permitted to draw payment orders for</p> <ul style="list-style-type: none"> - items the prompt payment of which will accrue to the advantage of the district; - orders to cover approved payrolls and agency account deposits; and - utility bills in months during which the Board does not meet. 	<p>SS 439, 607, 1155</p> <p>SS 427,439</p>
3. <u>Delegation of Responsibility</u>	<p>It shall be the responsibility of the Secretary/Director of Business Affairs upon receipt of an 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 Board budgeted, and the invoice is for the amount contracted.</p> <p>Should the invoice vary from the acknowledged purchase order, the Secretary/Director of Business Affairs shall document on the invoice the reason for such variance.</p> <p>Should funds not be available in the account to which a proposed purchase will be charged, the Secretary/Director of Business Affairs shall determine the overage and request the Board make a legal transfer to cover it.</p> <p>All claims for payment shall be submitted to the Board in the form of a listing including check date,</p>	<p>§ 607</p> <p>§ 687(d)</p>

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to whom paid, and amount of remittance.

The check list shall be placed in the official minutes of the Board.

Upon the approval of an order, the Secretary/Director of Business Affairs shall prepare a check for payment, and cancel the commitment placed against the appropriate account.

All checks approved by the Board shall be signed by the President, Treasurer, and Secretary. Signatures of the President and Treasurer may be engraved on a signature plate, which shall be secured by the Secretary/Director of Business Affairs. The signature of the Secretary must be a "live" signature. The Assistant Secretary may sign for the Secretary and his signature must also be a "live" signature.

No check shall be made out to cash.

§ 439

§ 427

§ 433

§ 428

Act 276 of 1974

School Code

§§ 427, 428, 433, 439, 607, 608, 610, 625, 687 (a), 1155

Other Cites

Act 276 of 1974