

MONROE CAREER AND TECHNICAL INSTITUTE

SECTION: FINANCES

TITLE: PAYMENT OF BILLS

ADOPTED: AUGUST 1, 2011

FIRST READING: JULY 11, 2011

616. PAYMENT OF BILLS	
<p>1. Purpose</p>	<p>It is the Joint Operating Committee's intent to direct prompt payment of bills but at the same time to ensure that due care has been taken in the review of the school's bills.</p>
<p>2. Authority SC 439, 607, 1155</p> <p>SC 439, 607</p>	<p>A list of pending bills to be paid shall be tabulated and submitted to the Joint Operating Committee for approval at a public meeting.</p> <p>Payments may be issued without the prior approval of the Joint Operating Committee for the following:</p> <ol style="list-style-type: none"> 1. Amounts owing under contracts which shall previously have been approved by the Joint Operating Committee. 2. Bills which the school will receive a discount or other advantage. 3. Utility bills to meet the specified due date. 4. Payroll and tax obligations. 5. Emergency checks in payment of purchase orders as requested by the Director and/or the Business Manager. <p>All payments made shall be tabulated and reported to the Joint Operating Committee at the next regular public meeting.</p>
<p>3. Delegation of Responsibility</p>	<p>It shall be the responsibility of the Business Manager or designee upon receipt of an invoice to verify that the purchase invoice is in order, goods were received in acceptable condition or services were satisfactorily rendered, funds are available to cover the payment, the Joint Operating Committee had budgeted for the item, and invoice is for the amount contracted.</p>

	<p>Should the invoice vary from the acknowledged purchase order, the Business Manager or his/her designee shall document on the invoice the reason for such variance.</p> <p>Prior to the Joint Operating Committee's consideration of the bills for payment, each invoice shall be reviewed by the Business Manager.</p>
<p>SC 439</p>	<p>Upon approval of an order, the Treasurer or designee shall prepare a check for payment and cancel the commitment placed against the appropriate account.</p>
<p>SC 607, 687</p>	<p>Should funds not be available in the account to which a proposed purchase will be charged, the Business Manager shall determine the overage and request the Joint Operating Committee make a legal transfer to cover it.</p> <p>All claims for payment shall be submitted to the Joint Operating Committee in the form of a listing including check number, check date, to whom paid, amount of remittance and recorded in the minutes of the JOC.</p>
<p>SC 427, 433,</p>	<p>All checks approved by the Joint Operating Committee shall be signed by any of the following officers: Chairperson, Vice Chairperson, Secretary, Assistant Secretary and Treasurer.</p>
<p>SC 428</p>	<p>The Vice-Chairperson may sign for the Chairperson.</p>
<p>4. Guidelines 65 P.S. 301 et seq</p>	<p>Signatures of the Chairperson, Vice-Chairperson, Treasurer and Joint Operating Committee Secretary may be engraved on a signature plate or stamp.</p> <p>No check shall be made out to cash.</p> <p><u>Sales Tax</u></p>
<p>72 P.S. 7204(12)</p>	<p>The Monroe Career and Technical Institute shall comply with all applicable sections of the Pennsylvania Sales and Use Tax Regulations. The school shall be defined as a Political Subdivision of the Commonwealth and shall be governed by Section 32.23 of the Sales and Use Tax Regulations.</p> <p>The following guidelines for compliance shall be implemented:</p> <ol style="list-style-type: none"> 1. The sales tax exception number may only be utilized by the school organization. The school organization shall be defined as those entities for which the Joint Operating Committee maintains financial fiduciary responsibilities. 2. The Business Manager/Administrative Assistant shall be the authorized agent to make the purchases in the name of and from funds of the Monroe Career & Technical Institute.

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<p>School Code 427, 428, 433, 439, 607, 1155</p> <p>PA Statute 72 P.S. 7204 (12)</p> <p>PA Statute 65 P.S. 301 et seq</p>	<ol style="list-style-type: none">3. The sale at retail of tangible personal property or services, which is taxable according to Sales Tax Regulations, is subject to the imposition of the tax. The tax shall be collected and remitted to the Department of Revenue.4. The determination on the taxability of items shall be made by utilizing the Retailers' Information Booklet printed by the PA Department of Revenue.
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