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.

State References	Description
2 CCR 22000-22005	Public entity use of electronic signatures
Code of Civil Procedure 685.010	Rate of interest
Ed. Code 17605	Delegation of authority to purchase supplies and equipment
Ed. Code 42630-42651	Orders, requisitions and warrants
Ed. Code 42800-42806	Revolving cash fund
Ed. Code 42810	Revolving cash funds; use; administrators
Ed. Code 42820	Prepayment funds
Gov. Code 16.5	Electronic signatures
Gov. Code 5500-5506	Uniform Facsimile Signatures of Public Officials Act
Gov. Code 811.2	Definition of public entity
Pub. Cont. Code 20104.50	Timely progress payments

Pub. Cont. Code 7107	Retention proceeds; withholding; disbursement
Pub. Cont. Code 7201	Retention proceeds; limits and exceptions
Pub. Cont. Code 9203	Payment for projects costing over $5000