

REVISEDBUSINESS AND NONINSTRUCTIONAL OPERATIONSPayment for Goods and Services

The Governing Board ~~will authorized payment for goods and services under the following conditions:~~ 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.

(cf. 3300 – Expenditures and Purchases)

(cf. 3312 – Contracts)

(cf. 3314.2 – Revolving Funds)

(cf. 3400 – Management of District Assets/Accounts)

(cf. 9320 – Meetings and Notices)

1. ~~Contracted for within budgetary limits~~

2. ~~Purchased according to relevant purchasing policies and regulations~~

3. ~~Certified by the receiving department as having been received in acceptable condition~~

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 approval all warrants at a regularly scheduled Board meeting.

(cf. 9320 – Meetings and Notices)

The district shall not be responsible for unauthorized purchases.

Legal Reference:

EDUCATION CODE

17605 – Delegation of authority for purchases

42630-42651 ~~General provisions – orders~~Orders, requisitions and warrants

42800-42806 -Revolving cash fund

42810- Alternative revolving fund

42820- Prepayment funds

CODE OF CIVIL PROCEDURE

685.010 Rate of interest

GOVERNMENT CODE

16.5 Digital signatures

5500-5506 ~~Definitions (facsimile signatures)~~Uniform Facsimile Signatures of Public Officials Act

5501 Filing and certification of manual signature

5503 ~~Unlawful use of facsimile signatures or seals~~

8111.2 Definition of public entity

PUBLIC CONTRACT CODE

7107 -Retention proceeds; withholding; disbursement

7201 Retention proceeds; limits and exceptions

9203 Payment for projects costing over \$5000

20104.50- ~~Construction~~ Timely progress payments

CODE OF REGULATIONS, TITLE

22000-22005 Digital Signatures

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Understanding California's Public School Finance System, 2006

Maximizing School Board Governance: Budget Planning and Adoption, 2006

Maximizing School Board Governance: Understanding District Budgets, 2006

Maximizing School Board Governance: Fiscal Accountability, 2006

School CD-ROM, 2005

WEB SITES

CSBA: <http://www.csba.org>

California Secretary of State, digital signatures: <http://www.sos.ca.gov/digsig/digsig.htm>

Fiscal Crisis Management & Assistance Team: <http://www.fcmat.org>

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