

POLICY: 705.2

PAYMENT FOR GOODS AND SERVICES

The Board authorizes the issuance of warrants for payment of claims against the District for goods and services. The Board will allow the warrants after the goods and services have been received and accepted in compliance with Board policy and the claims audited by the Board.

Claims for payment of freight, drayage, express, postage, printing, water, lights, telephone, rents, fuel, and payment of salaries pursuant to the terms of a written contract may be paid by the board secretary. Prior to formal audit and approval by the Board.

In addition, the secretary, upon approval of the Board President, may issue warrants for approved registrations, claims offering a discount for early payment, approved travel expenses, approved goods and services delivered C.O.D. and other verified bills filed with the secretary when the Board is not in session prior to payment of these claims and prior to audit and approval by the Board.

The secretary shall determine to the secretary's satisfaction that the claims presented to the Board are in order and are legitimate expenses of the District. It shall be the responsibility of the secretary to bring claims to the Board.

The Board president and board secretary may sign warrants by use of a signature plate or rubber stamp or electronic means. If the Board president is unavailable to personally sign warrants, the vice president may sign warrants on behalf of the president.

It shall be the responsibility of the Superintendent/designee to develop administrative regulations regarding this policy.

Adopted:

Revised: 09/11/01, 12/16/09, 6/10/19

Reviewed: 1/25/16, 1/14/19, 11/11/19