

Policy 705.03: Payment for Goods and Services

Status: ADOPTED
8/5/2022 -Edited
5/7/2024

The board authorizes the issuance of warrants for payment of claims against the school 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, 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, claims offering a discount for early payment, 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 Chief Executive Officer (CEO) will examine the claims and verify bills.

The HR Generalist and Bookkeeper will determine to the CEO's satisfaction that the claims presented to the board are in order and are legitimate expenses of the school. It is the responsibility of the CEO to bring claims to the board.

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

It is the responsibility of the CEO to develop the administrative regulations regarding this policy.

Approved ____ 6/25/2023 _____ - Reviewed _____ -