

After prior authorization bills or invoices for payment of goods or services will be submitted to the district office, together with supporting purchase orders and other documentation. Verified bills and invoices will be processed for payment by attaching information related to the budget account. All bills and invoices will be reviewed by the superintendent or other appropriate administrative personnel and a recommendation will be made to the board regarding payment. Final payment determination will be made by the board. Checks or warrants for the approved bills and invoices will be drawn by the superintendent or designee. All bills will be accepted, certified for payment, and paid within sixty (60) calendar days of receipt, unless a contract specifies another payment arrangement.

The district business office, in coordination with the superintendent or other designee, may develop internal procedures and forms relating requisition, purchase and payment of claims.

The Kuna Board of Trustees authorizes the District Business Office to pay for expenditures that could accrue a late fee or recurring monthly bills, such as utility payments, without final payment determination being required by the Board.

PURCHASE ORDERS

The purchase of materials and supplies used by the district and charged against district funds will be authorized through a system of purchase orders or requisitions signed by authorized personnel.

SIGNATURES

All checks issued on a school district account must be signed by two (2) authorized individuals designated by the board.

DISBURSEMENTS

No disbursement will be approved unless sufficient funds are available in the appropriate account. Payments must be made to a specific person, company, or organization.



LEGAL REFERENCE:

Idaho Code Sections

33-506(1) – Organization and Government of Board of Trustees

33-509A – Assistant Treasurers

33-701 – Fiscal Year – Payment and Accounting of Funds

67-2302 – Prompt Payment for Goods and Services

ADOPTED: August 10, 2004

AMENDED: February 13, 2024