

## **Business and Non-instructional Operations**

### **Payment for Goods and Services**

The Board of Trustees desires to have invoices paid on time in order that the district may take advantage of available discounts and avoid finance charges. The district shall not be responsible for unauthorized purchases.

(cf. 3300 - Expenditures/Expending Authority)

(cf. 3312 - Contracts)

(cf. 3314.2 - Revolving Funds)

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

The Superintendent or designee may pay invoices in excess of previously approved purchase order amounts without further Board approval when the excess amount represents sales tax, transportation charges or charges made for the detention of a shipment during loading or unloading.

The Board authorizes for payment only those goods and services that have met the following conditions:

1. Approved by the Board of Trustees at a regularly called meeting.
2. Contracted for within budgetary limits.
3. Purchased according to applicable purchasing policies and regulations.
4. Certified by the Superintendent or other designated employee to pay in advance for certain materials, if a decrease in cost is possible or if the material is unavailable to the district without advance payment.

Legal Reference:

EDUCATION CODE

42630-42651 General provisions - orders, requisitions and warrants

42800-42806 Revolving cash fund

42810 Alternative revolving fund

42820 Prepayment funds

GOVERNMENT CODE

5500 Definitions (facsimile signatures)

5501 Filing and certification of manual signature

5503 Unlawful use of facsimile signatures or seals

CODE OF CIVIL PROCEDURE

685.010 Rate of interest

PUBLIC CONTRACT CODE

7107 Retention proceeds; withholding; disbursement

20104.50 Construction progress payments

Policy Adopted: March 23, 1987      Policy Revised: September 26, 2005; October 24, 2005