

CHARTIERS-HOUSTON SCHOOL DISTRICT

Policy No.: 609

Section: Finances

# POLICY GUIDE

Title: PAYMENT OF CLAIMS

Adopted: 3/20/00

Revisions Adopted: \_\_\_\_\_

## POLICY NO. 609

### PAYMENT OF CLAIMS

#### 1. PURPOSE

It is the purpose of the Board to effect the prompt payment of bills, but at the same time to ensure that due care has been taken in the review of such bills.

#### 2. AUTHORITY

Each bill or obligation of this Board must be fully itemized, verified and approved by the Board before a check can be drawn for its payment, except that the Business manager may draw payment orders for items the prompt payment of which will accrue to the advantage of the District, as a result of receipt of a discount for early payment; orders to cover approved payrolls, fixed charges, fringe benefits, and agency account deposits, utility bills, and rentals and authority costs and bond payments when due.

#### Delegation of Responsibility:

It shall be the responsibility of the Business Manager, upon receipt of an invoice, to verify that the purchase invoice is in order, the goods were received in acceptable condition or services were satisfactorily rendered, funds are available to cover the payment, the item is one for which the Board budgeted, or the Board approved, and the invoice is for the amount contracted.

Should the invoice vary from the acknowledged purchase order, the Business Manager shall document on the invoice the reason for such variance.

Should funds not be available in the account to which a proposed purchase will be charged, the Business Manager shall determine the overage and request the Board to make a legal transfer to cover it.

All claims for payment shall be submitted to the Board in the form of a listing including check date, to whom paid, amount of remittance, reason for remittance, and account charged.

The check list shall be placed in the official minutes of the Board.

Upon the approval of an order, the Business Manager shall prepare a check for payment, and cancel the commitment placed against the appropriate account.

All checks approved by the Board shall be signed by the President, the Secretary and the Treasurer, PROVIDED HOWEVER, that, in accordance with the Uniform Facsimile Signatures of Public Officials Act, the duly filed facsimile signature of any or all of these officers of the Board may be used in lieu of his or her manual signature as follows:

- (a) For payroll checks, the signature may be a facsimile signature;
- (b) For all other checks, at least one of the signatures must be a manual signature.

No checks shall be made out to cash.