

PAYMENT FOR GOODS AND SERVICES

The Board of Directors authorizes payment of claims against the school district for goods and services. The Board will allow payment for goods and services that have been received and accepted in compliance with board policy and the claims by the Board. The board may also authorize payment of deposits for future purchase of goods or services according to terms of approved contracts.

Claims for payment of recurring previously approved costs supplied on a continuing basis, or as part of a previously approved contract, or related to payroll and payment of salaries pursuant to the terms of a written contract may be paid by the board secretary prior to formal review and approval by the Board. In addition the secretary, upon approval of the board president, may issue payment for approved registrations, claims offering a discount for early payment, approved travel expenses, and other verified bills under \$10,000 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 board secretary shall examine the claims and approve bills.

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 school district. It shall be the responsibility of the secretary to bring claims to the Board for their review.

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

The Board designates that superintendent may sign activity fund checks on behalf of the board secretary.

It shall be the responsibility of the superintendent to develop the administrative regulations regarding this policy.

Legal Reference: *Love v. City of Des Moines*, 210 Iowa 90, 230 N.W. 373 (1930).
 Iowa Code §§ 279.8, .29, .30, .36; 291.12; 721.2(5).
 281 I.A.C. 12.3(1).

Cross Reference: Policy 803.1 Purchasing Policy
 Policy 803.2 Purchase Order
 Policy Primer - Volume 7, Number 5 - July 8, 1994
 Policy 803.7 Purchasing Authority

Adopted: 06/21/93

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