



Policy:	DJEJ
Title:	Payment Procedures
Approved:	November 10, 2008

The superintendent shall recommend payment to vendors and suppliers for goods and services upon satisfactory receipt of all goods or completion of all services and for which there is a district purchase order number issued as provided for in board policy. (See DJEG)

The board shall consider payment of bills recommended for payment at regular board meetings except as provided for in policy. (See DJFAB)

The board may designate one or more employees to pay bills in advance of any board meeting in order to avoid a penalty for late payment or to take advantage of any early payment discount. The board will also allow the superintendent to make payment in advance of any board meeting for goods and services necessary to meet external time constraints or maintain positive business relationships when our normal cutoffs are missed.