

Policy 3314: Payment For Goods And Services**Original Adopted Date: 3/13/2024**

The Governing Board recognizes the importance of developing a system of internal control procedures in order to help fulfill its obligation to monitor and safeguard district resources. To facilitate warrant processing, the Superintendent or designee shall ensure that purchasing, receiving, and payment functions are kept separate. He/she shall also ensure that invoices are paid expeditiously so that the district may, to the extent possible, take advantage of available discounts and avoid finance charges.

The Superintendent or designee shall sign all warrants and shall ensure that warrants have appropriate documentary support verifying that all goods and services to be paid for have been delivered or rendered in accordance with the purchase agreement.

The Board shall approve all warrants at a regularly scheduled Board meeting.

The district shall not be responsible for unauthorized purchases.

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

2 CCR 22000-22005

Code of Civil Procedure 685.010

Ed. Code 17605

Ed. Code 42630-42651

Ed. Code 42800-42806

Ed. Code 42810

Ed. Code 42820

Gov. Code 16.5

Gov. Code 5500-5506

Gov. Code 811.2

Pub. Cont. Code 20104.50

Pub. Cont. Code 7107

Pub. Cont. Code 7201

Pub. Cont. Code 9203

Description[Public entity use of electronic signatures](#)[Rate of interest](#)[Delegation of authority to purchase supplies and equipment](#)[Orders, requisitions and warrants](#)[Revolving cash fund](#)[Revolving cash funds; use; administrators](#)[Prepayment funds](#)[Electronic signatures](#)[Uniform Facsimile Signatures of Public Officials Act](#)[Definition of public entity](#)

Timely progress payments

[Retention proceeds; withholding; disbursement](#)[Retention proceeds; limits and exceptions](#)[Payment for projects costing over \\$5000](#)**Management Resources****Description**

Website	CSBA District and County Office of Education Legal Services
Website	California Secretary of State, digital signatures
Website	CSBA
Website	Fiscal Crisis and Management Assistance Team

Cross References

Code	Description
3230	Federal Grant Funds
3230	Federal Grant Funds
3300	Expenditures And Purchases
3311	Bids
3311	Bids
3312	Contracts
3314.2	Revolving Funds
3400	Management Of District Assets/Accounts
3400	Management Of District Assets/Accounts
3460	Financial Reports And Accountability
3460	Financial Reports And Accountability
3470	Debt Issuance And Management
9320	Meetings And Notices
9324	Minutes And Recordings