

**Vallivue School District 139**

Purchase Orders

The purchase of materials and supplies used by the district and charged against district funds will be authorized through a system of purchase orders or requisitions by authorized personnel.

Payment for Goods and Services

Bills or invoices for payment of goods or services will be submitted to the district office, along with supporting purchase orders and other documentation. When the bills or invoices are received by that office, they will be reviewed by the superintendent and other appropriate administrative personnel.

Verified bills will be processed for payment by attaching information related to the budget account. The bills will be reviewed by appropriate administrative personnel and a recommendation will be made to the board regarding payment.

A final payment determination will be made by the board. Checks or warrants for the approved bills will be drawn by the superintendent or designee.

All bills will be accepted, certified for payment, and paid within sixty (60) calendar days of receipt of bill, unless a contract specifies another payment arrangement.



**LEGAL REFERENCE:**

Idaho Code Section 67-2302

**ADOPTED: 1/13/09 new as policy combined with #860 Purchase Orders**

**AMENDED:**