

UNITED SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PAYMENT OF BILLS

ADOPTED: May 13, 2008

REVISED: June 24, 2013

616. PAYMENT OF BILLS	
1. Purpose	It is the Board's intent to direct prompt payment of bills but at the same time to ensure that due care has been taken in the review of district bills.
2. Authority SC 439, 607, 1155 SC 427, 439	<p>Each bill or obligation of this district must be fully itemized, verified and approved by the Board before a check can be drawn for its payment, except that the Board Secretary is permitted to draw payment orders for:</p> <ol style="list-style-type: none"> 1. Payments which, if paid, will be subject to a discount or if not paid will be subject to a penalty or finance charge, as long as they are consistent with the amounts included in an approved budget. 2. Progress payments to contractors specified in a contract approved by the Board. 3. Orders to cover approved payrolls and agency account deposits. 4. Utility bills in months the Board does not meet.
3. Delegation of Responsibility SC 607, 609, 687 Pol. 612	<p>It shall be the responsibility of the Director of Finance or designee upon receipt of an invoice to verify that the purchase invoice is in order, goods were received in acceptable condition or services were satisfactorily rendered, funds are available to cover the payment, the Board had budgeted for the item, and invoice is for the amount contracted.</p> <p>Should the invoice vary from the acknowledged purchase order, the Director of Finance or designee shall document on the invoice the reason for such variance.</p> <p>Should funds not be available in the account to which a proposed purchase will be charged, the Director of Finance or designee shall determine the overage and request the Board make a legal transfer to cover it.</p> <p>All claims for payment shall be submitted to the Board and recorded in the minutes of the Board meeting.</p>

616. PAYMENT OF BILLS - Pg. 2

	<p>The list of bills shall include for each:</p> <ol style="list-style-type: none"> 1. Check number. 2. Check date. 3. Vendor. 4. Amount of remittance.
SC 439	<p>Upon approval of an order, the Treasurer shall prepare a check or electronic file for payment and cancel the commitment placed against the appropriate account.</p>
SC 427, 433, 439	<p>All checks approved by the Board shall be signed by the President, Board Secretary and Treasurer. A facsimile signature is permitted.</p>
SC 428	<p>The Vice-President may sign for the President.</p>
	<p>The Treasurer will sign payroll checks.</p>
4. Guidelines 65 P.S. Sec. 302	<p>Signatures of the President, Vice-President, Treasurer and Board Secretary may be engraved on a signature plate or stamp. A facsimile signature is permitted.</p> <p>Each electronic file will require secondary approval before being submitted to the bank for payment.</p>
	<p>No check shall be made out to cash.</p> <p><u>Sales Tax</u></p>
Title 61 Sec. 32.23 72 P.S. Sec. 7204	<p>The district is exempt from sales tax on the purchase of tangible, personal property or services that are sold or used by the district. The district shall control use of its sales tax exemption number issued by the Department of Revenue, in compliance with established regulations. The exemption number shall be used only when buying property or services for district use.</p>
Title 61 Sec. 32.23 72 P.S. Sec. 7208 Pol. 618	<p>The district shall obtain a sales tax license number for school organizations who purchase items to be resold.</p>

In order to monitor these activities, the Director of Finance shall develop procedures to assure coordination and accumulation of information and proper reporting and remittance to the Department of Revenue.

References:

School Code – 24 P.S. Sec. 427, 428, 433, 439, 607, 608, 609, 610, 687, 1155

Department of Revenue Regulations – 61 PA Code Sec. 32.23

Uniform Facsimile Signature of Public Officials Act – 65 P.S. Sec. 302

Exclusion From Tax – 72 P.S. Sec. 7204, 7208

Board Policy – 612, 618

