

# EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PAYMENT OF BILLS

ADOPTED: August 19, 2002

REVISED:

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. <u>The Business Office will prepare a check register itemizing the check number which shall be written in sequential order, check date, vendor, and amount to be paid and submit to the Board for approval. Checks will not be issued until they are approved by the Board</u>, except that the <u>Board SecretaryChief Financial Officer</u> is permitted to <del>draw payment orders</del><u>issue checks</u> for:</p> <ol style="list-style-type: none"> <li>1. The prompt payment of items that will accrue to the school district's advantage.</li> <li>2. Progress payments to contractors specified in a contract approved by the Board.</li> <li>3. Orders to cover approved payrolls and agency account deposits.</li> <li><u>4. Utility bills in months the Board does not meet.</u></li> <li><u>4.5. Debt service payments.</u></li> </ol>
3. Delegation of Responsibility  SC 607, 687 Pol. 612	<p>It shall be the responsibility of the <u>Business ManagerChief Financial Officer or designee</u> 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 <u>Business ManagerChief Financial Officer or designee</u> 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 <u>Business ManagerChief Financial Officer or designee</u> shall determine the coverage 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> <p><u>The list of bills shall include for each:</u></p> <ol style="list-style-type: none"> <li><u>1. Check number</u></li> <li><u>2. Check date</u></li> <li><u>3. Vendor</u></li> <li><u>4. Amount of remittance</u></li> <li><u>5. Reason for remittance</u></li> </ol> <p>SC 439 Upon approval of an order, the Treasurer shall prepare a check for payment and cancel the commitment placed against the appropriate account.</p> <p>SC 427, 433, 439 All checks approved by the Board shall be signed by the President, Board Secretary and Treasurer.</p> <p>SC 428 The Vice-President may sign for the President.</p> <p>4. Guidelines 65 P.S. 301 et seq Signatures of the President, Vice President, Treasurer and Board Secretary may be engraved on a signature plate or stamp.</p> <p>No check shall be made out to cash.</p> <p><u>Sales Tax</u></p> <p>72 P.S. 7204(12) The school district is exempt from sales tax on the purchase of tangible, personal property or services that are sold or used by the district. The school 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 school district use.</p> <p>The school district shall obtain a sales tax license number for school organizations who purchase items to be resold.</p> <p>In order to monitor these activities, the <del>Business Manager</del><u>Chief Financial Officer</u> shall develop procedures to assure coordination and accumulation of information and proper reporting and remittance to the Department of Revenue.</p>
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