

SECTION: FINANCES

TITLE: PAYMENT OF CLAIMS

ADOPTED: November 9, 1995

REVISED: August 11, 2005

Palmyra Area School District

616. PAYMENT OF CLAIMS	
1. Purpose	it is the purpose of the board to effect the prompt payment of bills, but at the same time to ensure that due care has been taken in the review of such bills.
2. Authority SC 439, 607 1155 SC 427, 439	Each bill or obligation of this Board must be fully itemized, verified and passed upon by the Board before a check can be drawn for its payment, except that the Secretary is permitted to draw payment orders for: items the payment of which will accrue to the advantage of the district; progress payments to contractors as specified in a contract approved by the Board; orders to cover approved payrolls and agency account deposits; and utility bills.
3. Delegation of Responsibility SC 607, 687 (d)	It shall be the responsibility of the Business Manager upon receipt of an invoice to verify that the purchase invoice is in order, the goods were received in acceptable condition or services were satisfactorily rendered, funds are available to cover the payment, the item is one for which the Board budgeted, and the invoice is for the amount contracted. Should the invoice vary from the acknowledged purchase order, the Business Manager shall document on the invoice the reason for such variance. Should funds not be available in the account to which a proposed purchase will be charged, the Business Manager shall determine the overage and request the Board make a legal transfer to cover it. All claims for payment shall be submitted to the Board in the form of a listing including check date, to whom paid, amount of remittance, and reason for remittance.

616. PAYMENT OF CLAIMS - PAGE 2

	<p>The check list shall be placed in the official minutes of the Board.</p>
<p>SC 439</p>	<p>Upon approval of an order. the Business Manager shall prepare a check for payment, and cancel the commitment placed against the appropriate account.</p>
<p>SC 427, 433</p>	<p>All checks approved by the Board shall be signed by the President and Treasurer.</p>
<p>SC 428</p>	<p>The Vice-President may sign for the President.</p>
<p>Act 276 of 1974</p>	<p>Signatures of the President and Treasurer may be processed electronically with the exception of athletics and food services.</p>
<p>School Code 427, 428, 433, 439 607, 608, 610 625, 687 (d), 1155</p>	<p>With the exception of athletics and food services, no check shall be made out to cash.</p>
<p>Other Cities Act 276 of 1974</p>	