

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 616

Section FINANCES

Title PAYMENT OF CLAIMS

Adopted AUGUST 21, 1989

Revised AUGUST 29, 2014;
MARCH 19, 2011

	POLICY NO. 616 PAYMENT OF CLAIMS	
Section 1	<p><u>Purpose</u></p> <p>It is the duty of the Board to effect the payment of bills, but at the same time to ensure that due care has been taken in the review of such bills.</p>	
Section 2	<p><u>Authority</u></p> <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. However, the Treasurer may authorize the Business Office to pay out such funds on orders which have been prepared and signed by the Board Secretary and the President without the approval of the Board first having been secured for:</p> <ul style="list-style-type: none"> a. items that prompt payment of which will accrue to the advantage of the District b. progress payments to contractors as specified in a contract approved by the Board c. orders to cover approved payrolls and agency account deposits d. utility bills, insurance premiums, and other bills where the due date is on or before the next scheduled Business/Legislative Meeting 	<p>SC 439, 607, 1155</p> <p>SC 427, 439</p>

<p>Section 3</p>	<p style="text-align: center;">POLICY NO. 616 PAYMENT OF CLAIMS</p> <p>The Treasurer shall receive a list of these claims before approval can be granted.</p> <p><u>Delegation of Responsibility</u></p> <p>It shall be the responsibility of the Business Office, under the direction of the Assistant to the Superintendent for Operations, 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.</p> <p>Should the invoice vary from the acknowledged purchase order, the Assistant to the Superintendent for Operations or designee shall document on the invoice the reason for such variance.</p> <p>Each invoice shall be submitted to the Board Treasurer for review at least five (5) business days before the Business/Legislative meeting.</p> <p>Should funds not be available in the account to which a proposed purchase will be charged, the Assistant to the Superintendent for Operations or designee shall determine the overage and request the Board make a legal transfer to cover it.</p>	
<p>Section 4</p>	<p><u>Guidelines</u></p> <p>All claims for payment shall be submitted to the Board and made publicly available with the minutes of the Board meeting in the form of a listing including: check number, check date, to whom paid, amount of remittance, and account number charged.</p> <p>Upon approval of an order, the Assistant to the Superintendent for Operations shall direct the Business Office to prepare a check for payment and cancel the commitment placed against the appropriate account.</p> <p>All checks approved by the Board shall be signed by the President, Board Secretary, and Treasurer.</p> <p>The Vice-President may sign for the President.</p>	<p>SC 607, 687 Pol. 612</p> <p>SC 439</p> <p>SC 427, 433, 439</p> <p>SC 428</p>

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PAYMENT OF CLAIMS**

Signatures of the President, Vice-President, Treasurer and Board Secretary may be engraved on a signature plate or stamp.

65 P.S. Sec. 302

Electronic Signatures may be used in accordance with state and federal laws.

73 P.S. 2260.101 *et seq.*
15 U.S.C. 7001 *et seq.*

No check shall be made out to cash.

Sales Tax

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.

72 P.S. Sec. 7204
(12)

The District shall obtain a sales tax license number for school organizations who purchase items to be resold.

In order to monitor these activities, the Assistant to the Superintendent for Operations shall maintain procedures to assure coordination and accumulation of information and proper reporting and remittance to the Department of Revenue.

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PAYMENT OF CLAIMS**

References:

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

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

Pennsylvania Electron Transactions Act – 73 P.S. 2260.101 *et seq.*

U.S. Electronic Signatures in Global and National Commerce Act – Public Law 106-229, 15 U.S.C. 7001 *et seq.*

Exclusion From Tax – 72 P.S. Sec. 7204 (12)

Board Policy – 612