

SOUTHERN FULTON SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PAYMENT OF BILLS

ADOPTED:

REVISED: August 19, 2008

616. PAYMENT OF BILLS	
<p>1. Purpose</p>	<p>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.</p>
<p>2. Authority SC 439, 607, 1155 SC 427, 439</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, except that the Board Secretary is permitted to draw payment orders for:</p> <ol style="list-style-type: none"> 1. The prompt payment of items that will accrue to the district's advantage. 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.
<p>3. Delegation of Responsibility</p>	<p>It shall be the responsibility of the Business Manager 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>The district requires a receiving record that accounts for all supplies delivered by various vendors before payment is made. This policy applies to cafeteria accounts, general fund accounts, student activity accounts and all other school accounts. The receiving slip shall be signed by the person receiving the merchandise and will be attached to the paid invoice and accompanying purchase order. Invoices must be signed by authorized personnel.</p> <p>Under no circumstances will payment be made from any vendor's monthly statement in place of actual invoices.</p> <p>Should the invoice vary from the acknowledged purchase order, the Business Manager or designee shall document on the invoice the reason for such variance.</p>

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<p>SC 607, 609, 687 Pol. 612</p>	<p>Should funds not be available in the account to which a proposed purchase will be charged, the Business Manager or designee shall determine the overage and request the Board make a legal transfer to cover it.</p>
	<p>Bills for payment are normally submitted to the Board at a regularly scheduled meeting for approval. However, in the event that a savings can be realized by the district if a bill is paid before the Board has a chance to consider it for approval, the Superintendent is authorized to pay the bill within the required time frame and then present the bill to the Board at the next regularly scheduled meeting when it will be approved by the Board.</p>
	<p>All claims for payment shall be submitted to the Board and recorded in the minutes of the Board meeting.</p>
	<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. 5. Reason for remittance.
<p>SC 439</p>	<p>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</p>	<p>All checks approved by the Board shall be signed by the President, Board Secretary and Vice-President.</p>
<p>4. Guidelines 65 P.S. Sec. 302</p>	<p>Signatures of the President, Vice-President, and Board Secretary may be engraved on a signature plate or stamp.</p> <p>No check shall be made out to cash.</p>

<p>Title 61 Sec. 32.23 72 P.S. Sec. 7204</p> <p>Title 61 Sec. 32.23 72 P.S. Sec. 7208 Pol. 618</p>	<p><u>Sales Tax</u></p> <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> <p>The 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 Superintendent or designee shall develop procedures to assure coordination and accumulation of information and proper reporting and remittance to the Department of Revenue.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 427, 428, 433, 439, 607, 608, 609, 610, 687, 1155</p> <p>Department of Revenue Regulations – 61 PA Code Sec. 32.23</p> <p>Uniform Facsimile Signature of Public Officials Act – 65 P.S. Sec. 302</p> <p>Exclusion From Tax – 72 P.S. Sec. 7204, 7208</p> <p>Board Policy – 612, 618</p>
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