

MORRISVILLE BOROUGH SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PAYMENT OF CLAIMS

ADOPTED: May 28, 2008

REVISED:

616. PAYMENT OF CLAIMS	
<p>1. Purpose</p>	<p>It is the purpose of the Board to affect the prompt payment of bills, but at the same time to ensure that due care has been taken in the review of such bills.</p>
<p>2. Authority SC 439, 607, 1155 SC 427, 439</p>	<p>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 Business Administrator or Secretary is permitted to draw payment orders for:</p> <ol style="list-style-type: none"> 1. Items the prompt payment of which will accrue to the advantage of the district. 2. Progress payments to contractors as specified in a contract approved by the Board. 3. Orders to cover approved payrolls and agency account deposits. 4. Utility bills in months during which the Board does not meet.
<p>3. Delegation of Responsibility SC 607, 687 Pol. 612</p>	<p>It shall be the responsibility of the Business Administrator 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 Business Administrator 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 Business Administrator 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 in the form of a listing including check number, check date, to whom paid, amount of remittance and reason for remittance.</p>

616. PAYMENT OF CLAIMS - Pg. 2

<p>SC 439</p> <p>SC 427, 433</p> <p>SC 428</p> <p>65 P.S. Sec. 302</p>	<p>The check list shall be placed in the official minutes of the Board.</p> <p>Prior to the Board's consideration of the bills for payment each invoice shall be reviewed by the Business Administrator.</p> <p>Upon approval of an order, the Business Administrator shall 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, Treasurer and Secretary.</p> <p>The Vice-President may sign for the President.</p> <p>Signatures of the President, Vice-President, Treasurer and Secretary may be engraved on a stamp or signature plate.</p> <p>No check shall be made out to cash.</p>
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