

BUSINESS PROCEDURE

Series 800

Policy Title: Payment for Goods and Services

Code Number: 803.5

The Board authorizes payment of claims against the District for goods and services. The Board will allow payments after the goods and services have been received and accepted in compliance with the Board policy and the claims audited by the Board. In addition, the Chief Financial Officer or representative is authorized to make payment prior to formal audit and approval by the Board, for goods and services if the District can realize a cash discount for early payment.

It shall be the responsibility of the Chief Financial Officer, to bring claims to the Board that are in order and are legitimate expenses of the District.

The Board President and Board secretary may make payments by use of a signature plate, rubber stamp, or electronic transfer. If the Board President is unavailable to sign, the Vice President may sign on behalf of the President.

First Adoption: August 27, 1985
Revision Adoption: November 22, 1994/February 9, 1999/August 17, 2004/January 25, 2010
Legal Reference: Iowa Code Chapter 279.8, .29, .30, .36, .36; 291.12; 721.2 (5) (1993)