

Board Policy

Code No. 705.3

PAYMENT FOR GOODS AND SERVICES

The Board authorizes the issuance of payment for claims against the school district for goods and services. The Board will allow payment after the goods and services have been received and accepted in compliance with board policy and the claims audited by the Board.

Each payment must be made payable to the person entitled to receive the money. The Board of Directors authorizes the Superintendent or designee to issue payments when the Board of Directors is not in session in payment of reasonable and necessary expenses, but only upon verified bills filed with the Superintendent or designee. Each payment must be payable only to the person performing the service or presenting the verified bill, and must state the purpose for what the payment is issued. The Director of Finance shall examine the claims and verify bills. All bills for which payments are issued prior to audit and allowance by the Board must be passed upon by the Board of Directors at the next meeting and be entered in the regular minutes of the Secretary.

The Director of Finance shall determine that the claims presented to the Board are in order and are legitimate expenses of the school district. It shall be the responsibility of the Director of Finance to bring claims to the Board.

The Board President and Board Secretary may sign warrants by use of a signature plate or rubber stamp. If the Board President is unavailable to personally sign checks, the Vice President may sign checks on behalf of the President.

It shall be the responsibility of the Superintendent to develop the administrative regulations regarding this policy.

Legal Reference: Love v. City of Des Moines, 210 Iowa 90, 230 N.W. 373 (1930).
Iowa Code §§ 279.8, .29, .30, .36; 291.12; 721.2(5) (2013).
281 I.A.C. 12.3(1).

Cross Reference: 705 Expenditures

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