

Tyrone Area School District

TITLE: PAYMENT OF CLAIMS

ADOPTED:

REVISED:

<p>1.Purpose</p> <p>2.Authority SC 439, 607, 1155</p> <p>SC 427, 439</p> <p>Pol. 005, Sec. 3</p> <p>3.Delegation of Responsibility</p> <p>SC 439</p>	<p style="text-align: center;">616. PAYMENT OF CLAIMS</p> <p>It is the purpose of the Board to effect 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>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 Secretary is permitted to draw payment orders for:</p> <p>items the prompt payment of which will accrue to the advantage of the district.</p> <p>progress payments to contractors as specified in a contract approved by the Board.</p> <p>It shall be the responsibility of the Business Manager 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 Manager shall document on the invoice the reason for such variance.</p> <p>All claims for payment shall be submitted to the Board and shall include the check number, to whom paid, the amount of remittance, and the account charged.</p> <p>This 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 Manager.</p> <p>Upon approval of an order, the Business Manager shall prepare a check for payment, and cancel the commitment placed against the appropriate account.</p>
--	--

616. PAYMENT OF CLAIMS - Pg. 2

<p>SC 427, 433</p> <p>SC 428</p> <p>Act 276 of 1974</p> <p>School Code 427, 428, 433, 439, 607, 608, 610, 625, 687(d), 1155</p> <p>Other Cites Act 276 of 1974</p>	<p>All checks approved by the Board shall be signed by the President, Board Secretary or Treasurer. At least two (2) signatures are required.</p> <p>The Vice-President may sign for the President.</p> <p>Signatures of the President, Board Secretary and Treasurer may be engraved on a signature plate</p> <p>No check shall be made out to cash.</p>
---	---