

MANHEIM CENTRAL SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PAYMENT OF CLAIMS

ADOPTED: May 23, 1995

REVISED:

616. PAYMENT OF CLAIMS	
1. Purpose	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.
2. Authority SC 439, 607, 1155	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. Payment of properly approved invoices will be made once a month, following approval of the Board at its regular meeting.
SC 427, 439	Invoices offering a discount for payment prior to the date of a regular meeting shall be approved for immediate payment by the Superintendent, providing the charges are proper and within budget limitations. Such payments shall be verified by the Board along with the other bills presented.
3. Delegation of Responsibility	Bills presented to the Board for payment shall first be approved by the Secretary of the Board, Superintendent, or other person designated by the Board President. Each bill presented shall bear, either on the original or on the second copy of the order or copy of delivery slip, the signature of the employee who has received the goods or services covered by the bill presented that the charge is a proper one.
SC 427, 433	Payment of bills shall be made by the Treasurer on the drawing of voucher checks properly authorized by the Board and its designated officials.
SC 428	Evidence or receipt of goods ordered is required from the school or instructor requesting same before payment is authorized.
	All checks approved by the Board shall be signed by the President, Treasurer and Secretary.
	The Vice-President may sign for the President.

<p>Act 276 of 1974</p> <p>4. Guidelines</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>Signatures of the President, Treasurer and Secretary may be engraved on a signature plate or stamp.</p> <p>No check shall be made out to cash.</p> <p><u>Miscellaneous Funds</u></p> <p>When cash funds are received at the business office, a receipt for the monies received shall be given to the person making the payment with a duplicate receipt being retained in the receipt book. The purpose of the payment shall be noted on the receipt.</p> <p>All funds, including cash receipts, shall be credited to the proper account and deposited into the school district general fund. Cash receipts shall not be deposited with petty cash funds.</p>
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