

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Payment for Goods and Services

The Board of Trustees authorizes for payment only those goods and services which have met the following conditions:

1. Approved by the Board of Trustees at a regularly called meeting.
2. Contracted for within budgetary limits.
3. Purchased according to applicable purchasing policies and regulations.
4. Certified by the Superintendent or other designated employee as having been received in acceptable condition.

The Board of Trustees authorizes the Superintendent or the designated employee to pay in advance for certain materials if a decrease in cost is possible or if the material is unavailable to the District without advance payment.

Legal Reference: Education Code
40013 Advance payments for publications, postage, etc.
42630 et seq. General provisions - orders, requisitions and warrants
42647 Drawing of warrants by district on county treasurer; form of
warrant; application and approval
42650 Warrants for payment of expenses
42800- Revolving cash fund
42806
42810 Alternative revolving fund
42820 Prepayment funds

Adopted: April 7, 1987