

PAYMENT OF BILLS

The Centennial School Board intends to effect the prompt payment of all bills, including those incurred due to contractual obligations, but at the same time to ensure, that due care has been taken in the review of such bills before payment is made.

The Superintendent is responsible for the implementation of this policy.

Policy: 7.27

Adopted: 11/10/98

Amended:..... 11/14/06

PAYMENT OF BILLS

I. Authority

A. Each bill or obligation of this Board must be fully itemized, verified and passed upon by resolution of the Board in the following fashion:

B. Pre-Authorized Payments

The Business Administrator is authorized to make pre-payment of the following categories of expenditures:

1. Restricted grant payments required for reimbursement
2. Utilities
3. District insurance coverages
4. Debt service
5. Employee payroll including: net, deductions, district payroll taxes, and contracted employees' benefit payments
6. District rentals for vehicles, equipment, and buildings
7. Appropriated payments to the Bucks County Intermediate Unit and the Middle Bucks Institute of Technology
8. Discount and penalty items
9. Routine operating items (e.g. postage, small cash only items, etc.) provided said items are approved by the Business Administrator
10. Travel expense lodging and registrations provided said travel has been approved by the Board and/or Superintendent
11. Re-issue of a previously approved check
12. Petty cash reimbursements
13. Other requested pre-payments will require the authorization of either the Superintendent or the Business Administrator prior to processing the payment.

C. Other Payments

1. It shall be the responsibility of the Business Administrator, upon receipt of an invoice, to verify that:
 - a. the purchase invoice is for the amount contracted;
 - b. the goods were received in acceptable condition or services were satisfactorily rendered;
 - c. funds are available to cover the payment and;
 - d. the item is one for which the Board budgeted.

Should the invoice vary from the acknowledged purchase order, the Business Administrator shall document on the invoice the reason for such variance.

2. All checks approved by the Board shall be signed by the Board President, Secretary, and Treasurer. Signatures of the President, Secretary and Treasurer may be electronically reproduced which shall be secured by the Business Administrator and registered with the Pennsylvania Secretary of the Commonwealth as required by law.
3. The Business Administrator shall prepare a weekly check register each Friday for submission to all Board members for their review. The register will be divided into two sections as follows:
 - a) Pre-Authorized Items; and
 - b) Pending items.

Each Board member shall have two (2) business days to review the check register and raise any question he/she may have with the Business Administrator. All checks listed on the "Pending Check Register" will be sent out at noon on the third business day following the distribution of the check register to board members. Check(s) that a board member specifically requests be held over for discussion at the next regular board meeting will not be sent.

Pre-authorized payment of bills as outlined in section I.B. shall be mailed on the date of the check run. All weekly check registers shall be submitted for official board approval and entered into the official minutes of the next regular meeting following the close of the month.

Administrative Procedures: 7.27

Adopted: 11/10/98

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