

PAYMENT FOR GOODS AND SERVICES

Before warrants signed by the president, board secretary and treasurer of school moneys may be issued in payment of bills or claims, the bill or claim must be properly audited and approved according to law.

In general, bills or claims shall be audited by the board secretary and approved by resolution of the board. However, in order to provide for the prompt payment to which vendors are entitled, and which leads to more effective competitive bidding and provision of services to the district, claims duly audited by the board secretary for items previously approved by the board or provided for in the budget may be approved by the board secretary if there is a financial incentive for prompt payment. Such payments shall be reported to the board at the next regular meeting.

Items not previously approved by the board or provided for in the budget must be audited by the board secretary and presented for board approval.

The payroll account shall be a single signature account. The treasurer of school moneys' signature shall be accepted

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:19-1	Expenditure of funds on warrant only; requisites
	<u>N.J.S.A.</u> 18A:19-2	Requirements for payment of claims; audit of claims in general
	<u>N.J.S.A.</u> 18A:19-3	Verification of claims
	<u>N.J.S.A.</u> 18A:19-4	Audit of claims, etc., by secretary; warrants for payment
	<u>N.J.S.A.</u> 18A:19-4.1	Account or demand; audit; approval
	<u>N.J.S.A.</u> 18A:19-9	Compensation of teachers, etc., payrolls
	<u>N.J.S.A.</u> 18A:22-8.1	Transfer of amounts among line items and program categories
	<u>N.J.A.C.</u> 6A:23-2.9	Petty cash funds

<u>Cross References:</u>	*3320	Purchasing procedures
	*3451	Petty cash funds
	*3453	School activity funds
	4142	Salary checks and deductions
	4242	Salary checks and deductions

*Indicates policy is included in the Critical Policy Reference Manual.

Key Words

Payment for Goods and Services, Bills

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