

# SCHUYLKILL VALLEY SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PAYMENT OF BILLS

ADOPTED: February 26, 2001

REVISED:

616. PAYMENT OF BILLS	
1. Purpose	It is the Board's intent to direct prompt payment of bills but at the same time to ensure that due care has been taken in the review of district bills.
2. Authority	The Budget and Finance Committee shall recommend approval of the bills.
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, excepting:
SC 427, 439	<ol style="list-style-type: none"> <li>1. The prompt payment of items that will accrue to the district's advantage.</li> <li>2. Progress payments to contractors specified in a contract approved by the Board.</li> <li>3. Orders to cover approved payrolls and agency account deposits.</li> <li>4. Utility bills in months the Board does not meet.</li> </ol>
3. Delegation of Responsibility	It shall be the responsibility of the Business Manager upon receipt of an invoice to verify that the purchase invoice is in order, goods were received in acceptable condition or services were satisfactorily rendered, funds are available to cover the payment, the Board had budgeted for the item, and invoice is for the amount contracted.
SC 607, 687(d)	<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>Should funds not be available in the account to which a proposed purchase will be charged, the Business Manager shall determine the overage and request the Board make a legal transfer to cover it.</p> <p>All claims for payment shall be submitted to the Board and recorded in the minutes of the Board meeting.</p>

<p>SC 439</p> <p>4. Guidelines Act 276 of 1974</p> <p>72 P.S. 7204(12)</p>	<p>The list of bills shall include check date, vendor number, vendor name, invoice number, invoice date, description, amount paid, and check total.</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> <p>Signatures of the President, Vice President, Treasurer, Board Secretary and Business Manager may be engraved on a signature plate or stamp.</p> <p>No check shall be made out to cash.</p> <p><u>Sales Tax</u></p> <p>The district is exempt from sales tax on the purchase of tangible, personal property or services that are sold or used by the district. The district shall control use of its sales tax exemption number issued by the Department of Revenue, in compliance with established regulations. The exemption number shall be used only when buying property or services for district use.</p> <p>The district shall obtain a sales tax license number for school organizations who purchase items to be resold.</p> <p>In order to monitor these activities, the Business Manager shall develop procedures to assure coordination and accumulation of information and proper reporting and remittance to the Department of Revenue.</p>
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