

All materials, equipment, and supplies which are to be paid by the district must be purchased only by a purchase order. This is to be done well in advance and approved by the building principal.

Bills or invoices for payment of goods or services will be submitted to the district office, along with supporting purchase orders and other documentation. When the bills or invoices are received by that office, they will be reviewed by the superintendent and other appropriate administrative personnel.

Verified bills will be processed for payment by attaching information related to the budget account. The bills will be reviewed by appropriate administrative personnel and a recommendation will be made to the board regarding payment.

All bills will be accepted, certified for payment, and paid within sixty (60) calendar days of receipt of bill, unless a contract specifies another payment arrangement.

The Board grants authority to the Superintendent or designee to pay bills or invoices accruing against the district when the expenditure for the goods or services was preauthorized by the board and the payment of such bills are necessary for the proper operation of the schools. Upon certification of the delivery of merchandise, completion of services, and/or contractual obligations checks or warrants will be prepared and issued in the same manner as those approved by the Board.



LEGAL REFERENCE:

Idaho Code Section 67-2302

ADOPTED: October 12, 1998

REVISED: April 8, 2002