

SAYDEL COMMUNITY SCHOOL DISTRICT

PAYMENT FOR GOODS AND SERVICES

The Board authorizes the payment of claims against the school district for goods and services. The Board will allow the payment after the goods and services have been received and accepted in compliance with Board policy.

The Board authorizes the Business Manager, upon approval of the Superintendent, to issue payment for verified bills, for reasonable and necessary expenses, when the Board is not in session. The Business Manager will examine the claims and verify the bills. The Board will approve the bills at its next regular meeting.

The Business Manager will determine to his or her satisfaction that the claims presented to the Board are in order and are legitimate expenses of the school district. It will be the responsibility of the Board Secretary to bring claims to the Board whether such claims are paid prior to or following Board audit.

The Board President and Board Secretary may sign warrants by use of a signature plate or rubber stamp. If the Board President is unavailable to personally sign warrants, the Board Vice President may sign warrants on behalf of the Board President.

It will be the responsibility of the Superintendent to develop the administrative regulations regarding this policy.

Legal Reference: *Love v. City of Des Moines*, 210 Iowa 90, 230 N.W. 373 (1930).
Iowa Code §§ 279.8, .29, .30, .36; 291.12; 721.2(5) (2013).
281 I.A.C. 12.3(1).
1980 Op. Att'y Gen. 102, 160, 720.
1976 Op. Att'y Gen. 69.
1972 Op. Att'y Gen. 130, 180, 392, 456, 651.
1936 Op. Att'y Gen. 375.

Cross Reference: 705 Expenditures

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