

PAYMENT FOR GOODS AND SERVICES

The board authorizes the issuance 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.

Claims for payment of freight, postage, printing, water, lights, telephone, rents, registration/fees, payment of salaries, ~~Clarinda Academy flow thru monies~~, and non-employee referees employed pursuant to the terms of a written contract may be paid by the board secretary prior to formal audit and approval by the board. In addition, the board secretary, upon approval of the board president, may issue warrants for approved travel expenses and other verified bills filed with the board secretary when the board is not in session prior to payment of these claims and prior to audit and approval by the board. The board secretary will examine the claims and verify the bills.

The board secretary will determine to the board secretary's satisfaction that the claims presented to the board are in order and are legitimate expenses of the school district. It is the responsibility of the board secretary to bring claims to the board.

The board president and board secretary may sign warrants by use of a signature plate, rubber stamp, or electronic signature. If the board president is unavailable to personally sign warrants, the vice president may sign warrants on behalf of the president.

It is 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).
281 I.A.C. 12.3(1).

Cross Reference: 705.4 Expenditures for a Public Purpose