

## 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.

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

The secretary will determine to the 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 secretary to bring claims to the board.

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 vice president may sign warrants on behalf of the president.

## DISBURSEMENTS – AUDIT OF CLAIMS

Every three months the School Board of Education shall appoint a School Board member to audit the bills for the upcoming 3 months. The appointed individual shall review the listing of bills and any supporting documentation and report to the School Board at the regular monthly meeting the results thereof.

## DISBURSEMENTS - CHECK SIGNING

All checks shall be signed by the School Board Secretary and School Board President. The District's Business Office is authorized to use electronic check signing for check signing purposes. The direct control and responsibility for its use shall be with the School Board Secretary.

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) (2011).  
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

Approved: November 14, 1988

Reviewed: January 8, 1996; April 11, 2005; November 12, 2012

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