

Business Procedures

Series 800

Policy Title Approval & Payment for Goods and Services Code No. 803.5

The Board authorizes the issuance of 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 supervisor approved registration fees, freight, drayage, express, postage, printing, water, fuel, light, telephone, rents and payment of salaries 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 secretary, upon approval of the Superintendent, may issue payment for verified bills, for reasonable and necessary expenses, when the Board of Directors is not in session. The Board Secretary shall examine the claims and verify bills. The Board will approve payment for the bills at the Board's regular board meeting.

The Board Secretary shall determine to the Board Secretary's satisfaction that the claims presented to the committee and to the Board are in order and are legitimate expenses of the school district. It shall be the responsibility of the Board Secretary to bring claims to the Board.

The Board's finance committee shall approve vouchers by placing signatures of approval on the warrant register listing all bills, with the understanding that the vouchers be available for examination.

Adopted 8/25/75
 Revised 7/10/89
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 Reviewed 7/15/13
 Reviewed 5/16/16
 Reviewed 6/17/19

Legal Reference: Iowa Constitution, Art. III
 S 31. Love v. City of Des Moines, 210 Iowa
 90 230 N.W. 373 (1930). Iowa Code SS
 27.12;279.8, .29,.30,.36;291.12;721.2(5)
 (1991) Iowa Code S 279.30 (Iowa Acts
 1992) 281 U.A.C. 12.3(1), 1989 Op. Att'y
 Gen. 47, 1980 Op. Att'y 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