

Policy DJ Expenditure Of Funds

Issued 4/21

The policy of the board will be to require all invoices for goods and services purchased by the district to be received directly by the financial services department's accounts payable section.

The superintendent or his/her designee will be accountable to ensure that vendor obligations are met before expenditure of funds is approved in payment of an invoice. However, the requesting department still has the ultimate responsibility for ensuring that the district receives all goods and services ordered. To fulfill this responsibility, appropriate documents of receipt must be provided to the office of financial services, attention of Accounts Payable, within ten working days in order to ensure timely payment to vendors.

The district will make all payments for goods and services only under these conditions:

- Against invoices, properly supported by authorized purchase orders and the receiving department or school has signed as to receipt of goods or services and authorization of payment of such goods and services by appropriate personnel as designated by the superintendent or his/her designee.
- Against properly submitted expenditure requests covering authorized expenses and authorization of payment of such expenses by appropriate personnel as designated by the superintendent or his/her designee.
- Against properly submitted reimbursement requests covering authorized expenses and authorization of payment of such expenses by individual's supervisor or the superintendent or his/her designee. No reimbursement will be made without supervisor's authorization with the exception of the superintendent.
- In accordance with salary schedules or salaries set by the board.
- In accordance with programs that are consistent with the strategic plan.
- In accordance with any other procedures set forth by the superintendent or his/her designee

Adopted 6/21/84; Revised 9/8/15, 4/27/21

Richland County School District One