

# UNIONVILLE- CHADDS FORD SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PAYMENT OF BILLS

ADOPTED: September 22, 2003

REVISED: November 21, 2016

<b>616. PAYMENT OF BILLS</b>	
1. Purpose	It is the Board's intent to direct prompt payment of bills but at the same time to ensure that due care has been taken in the review of district bills.
2. Authority SC 439, 607, 1155	Each bill or obligation of this district must be fully itemized, verified, and approved by the Board.
SC 427, 439	Payment checks shall be issued to ensure payment by the payment due date.  Payment checks shall be issued every two (2) weeks to ensure the payment of the amounts due by the required payment date of the vendor.
3. Delegation of Responsibility	It shall be the responsibility of the Director of Business and Operations or designee upon receipt of an invoice to verify that the purchase invoice is in order, goods were received in acceptable condition or services were satisfactorily rendered, funds are available to cover the payment, the Board had budgeted for the item, and the invoice is for the amount contracted.  Should the invoice vary from the acknowledged purchase order, the Director of Business and Operations or designee shall determine the overage and request the Board make a legal transfer to cover it.
SC 607, 687 Po.1 612	Should funds not be available in the account to which a proposed purchase will be charged, the Director of Business and Operations or designee shall determine the overage and request the Board to make a legal transfer to cover it.  All claims for payment shall be submitted to the Board and recorded in the minutes of the Board meeting.
SC 439	Upon approval of an order, the Treasurer shall prepare a check for payment and cancel the commitment placed against the appropriate account.

616. PAYMENT OF BILLS - Pg. 2

<p>SC 427, 433, 439</p>	<p>All checks approved by the Board shall be signed by the President, Board Secretary, and Treasurer.</p>
<p>SC 428</p>	
<p>4.Guidelines 65 P.S. 301 et seq.</p>	<p>Signatures of the President, Treasurer, and Board Secretary may be engraved on a signature stamp or plate.</p>
	<p>No check shall be made out to cash.</p>
	<p><u>Sales Tax</u></p>
<p>72 P.S. 7204 (12)</p>	<p>The district is exempt from sales tax on the purchase of tangible, personal property or services that are sold or used by the district. The district shall control use of its sales tax exemption number issued by the Department of Revenue, in compliance with established regulations. The exemption number shall be used only when buying property or services for district use.</p>
	<p>The district shall obtain a sales tax license number or pay applicable sales tax for school organizations who purchase items to be resold.</p>
	<p>In order to monitor these activities, the Director of Business and Operations shall develop procedures to assure coordination and accumulation of information and proper reporting and remittance to the Department of Revenue.</p>
<p>School Code 427, 428, 433 439, 607,608 610, 687, 1155</p>	
<p>65 P.S.301 et seq.</p>	
<p>72 P.S. 7204 (12)</p>	
<p>Board Policy 612</p>	