

POLICY 3430
PAYMENT FOR SUPPLIES, EQUIPMENT AND SERVICES

Supplies, equipment and services shall be paid in accordance with established administrative procedures and in compliance with all state and federal laws.

LEGAL REF.: Wisconsin Statutes

- Section 66.0135 [Interest on late payments; improper invoices]
- 66.0607 [Disbursements from local treasury]
- 120.12(1) [Board duty; care, control and management of district property]
- 120.16(2) [Board treasurer duty; disbursement of funds]

CROSS REF.:

- 3121 Financial Accounting
- 3230 Borrowing, Bonds and Promissory Notes
- 3311 Authorized Signatures
- 3420 Purchasing
- 3440 Fixed Charges

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: March 26, 1991

REVISED: October 26, 1999
October 28, 2003
December 18, 2007

RULE 3430

PAYMENT FOR SUPPLIES, EQUIPMENT AND SERVICES

1. The Accounting Manager will be responsible for the payment to vendors for supplies, equipment and services received.
2. The Accounting Manager will be required to support all voucher checks drawn with a proper invoice and a signed receiving report, or other evidence that the supplies, equipment or services were received.
3. Invoices shall be verified in the Purchasing Department for correct pricing and conformance with purchase orders before being certified for payment by the Executive Director of Business Services.
4. A list of bills and warrants for payment shall be presented to School Board members for approval at the next regular meeting following the date of issuance. A signed copy of such approved list shall be kept on file in the Finance Office.
5. Although included on the schedule of vouchers, those checks required for payment of fixed charges, contracts approved by the Board, discounts, payroll items, postage and travel vouchers may be released or mailed on issue.
6. After 48 hours, or two working days, following receipt of the bills by Board members (exclusive of weekends and holidays), and if no objection is raised, all other voucher checks may be released.