

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: PAYING FOR GOODS AND SERVICES

Before warrants signed by the President, Board Secretary and Treasurer of School Monies may be issued in payment of bills or claims, the bill or claim must be properly audited and approved according to law.

In general, bills or claims shall be audited by the Board Secretary and approved by resolution of the Board. However, in order to provide for the prompt payment to which vendors are entitled, and which leads to more effective competitive bidding and provision of services to the district, claims duly audited by the Board Secretary for items previously approved by the Board or provided for in the budget may be approved by the Chief School Administrator. Such payments shall be reported to the Board at the next regular meeting.

Items not previously approved by the Board or provided for in the budget must be audited by the Board Secretary and presented for Board approval.

Upon receiving the signed purchase order receiving copy from the respective receiving point, the Business Office will match it with the invoice and signed voucher and verify the propriety of the claim.

A Bill List will be prepared for presentation to the Board of Education listing the purchase order number, the vendor, a brief description of service performed or goods received and the amount to be paid. Upon approval of the Bill List by a roll call vote of the Board, warrants will be created for signature by the President of the Board, the Secretary of the Board, and the Treasurer of School Monies.

Legal References:

N.J.S.A. 18A:19-1 Expenditure of funds on warrant only; requisites

N.J.S.A. 18A:19-2 Requirements for payment of claims; audit of claims in general

N.J.S.A. 18A:19-3 Verification of claims

N.J.S.A. 18A:19-4 Audit of claims, etc., by secretary; warrants for payment

N.J.S.A. 18A:19-4.1 Account or demand; audit; approval

N.J.S.A. 18A:19-9 Compensation of teachers, etc., payrolls

N.J.S.A. 18A:22-8.1 Transfer of amounts among line items and program categories

N.J.A.C. 6A:23-2.9 Petty cash funds

Cross References:

3320 Purchasing procedures
3451 Petty cash funds
3453 School activity funds
4142 Salary checks and deductions
4242 Salary checks and deductions

Adopted: August 28, 1989

Revised: June 30, 1997

Revised: August 20, 2007