

NONINSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES

Code No. 705.3

Policy Title: PAYMENT FOR GOODS AND SERVICES

The board authorizes the 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.

The board authorizes the board secretary - treasurer, upon approval of the superintendent, to issue payment for verified bills, for reasonable and necessary expenses, when the board is not in session. The board secretary – treasurer shall examine the claims and verify bills. The board will approve the bills at its next regular meeting.

The board secretary -treasurer shall determine to the board secretary - treasurer's satisfaction that the claims presented to the board are in order and are legitimate expenses of the school district. It is the responsibility of the board secretary -treasurer to bring claims to the board.

The board president and board secretary - treasurer may sign warrants by use of a signature plate or rubber stamp. If the board president is unavailable to personally sign warrants, the vice president may sign warrants on behalf of the president.

It is the responsibility of the superintendent to develop the administrative regulations regarding this policy.

Legal Reference: Love v. City of Des Moines, 210 Iowa 90, 230 N.W. 373 (1930).
Iowa Code §§ 279.8, .29, .30, .36; 291.12; 721.2(5) (2005).
281 I.A.C. 12.3(1).
1980 Op. Att'y Gen. 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.

Cross Reference: 705 Expenditures

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