

# NONINSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES

## Series 700

Policy Title Payment for Goods and Services

Code No. 705.03

The board authorizes the issue of warrants for 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.

### ***DECIDE ON CORRECT WORDING***

The board authorizes the board secretary, 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 will examine the claims and verify bills. The board will approve the bills at its next regular meeting **OR** the board will approve payment for the bills at the board's next regular board meeting.

The secretary will determine to the secretary'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 secretary to bring claims to the board.

The board president and board secretary 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) (2011).  
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:**

705.00 Expenditures

Date of Adoption: October 18, 2011 (Revised)

Related Administrative Rules and Regulations: \_\_\_\_\_