

PAYMENT PROCEDURES

The Superintendent shall organize and administer a system whereby he/she can assure the School Board of the satisfactory receipt of goods and the completion of services prior to the request for payment to the County Director of Finance.

A proper accounting of all transactions shall be recorded.

The School Board shall have a process that will examine all claims against it. ~~_, except those to be paid from petty cash funds or funds for the purchase of instructional materials and office supplies, and when approved, order or authorize payment thereof.~~ A record of such approval and order or authorization shall be retained for proper accounting of expenditures. made in the minutes of the School Board. Payment of each claim shall be ordered or authorized by Division staff in conjunction with appropriate County staff to maintain effective and appropriate controls for audit purposes. ~~a warrant drawn on the treasurer or other officer charged by law with the responsibility for the receipt, custody and disbursement of the funds of the School Board. The face of the warrant shall state the purpose or service for which such payment is drawn and the date of the order entered or authority granted by the School Board.~~

~~_____The warrant shall be signed by the chairman or vice chairman, and countersigned by the clerk or deputy clerk.~~

Expenditures shall be authorized by appropriate staff and payments shall be made through the County Department of Finance.

Fiscal Agent

The School Board may, by resolution, appoint an agent and deputy agent to examine and approve claims against it. A record of such approval and order or authorization shall be made and kept with the records of the School Board. Payment of each such claim so examined and approved by such agent or his deputy shall be ordered or authorized by a payment warrant drawn on the officer treasurer or other officer charged by law with the responsibility for the receipt, custody, and disbursement of the funds made available to the School Board. ~~The warrant shall be signed by such agent or his deputy and countersigned by the clerk or deputy clerk of the School Board.~~

~~However, (1) when the agent is the Division Superintendent, who also occupies the position of School Board clerk, a countersignature from the chairman or vice chairman is required and when the deputy agent and the deputy clerk is one and the same person, the warrant must be countersigned by either the clerk or the agent of the School Board.~~

Each disbursement warrant shall be payable to the person or persons, firm or corporation entitled to receive payment. The ~~face of the warrant shall state the purpose or service for which such payment is made~~ shall be retained. ~~and also that such warrant is drawn pursuant to authority delegated to such agent or his deputy by the School Board on the specified date.~~

~~Any such agent or deputy agent must furnish a corporate surety bond. The School Board shall set the amount of such bond or bonds and the premium therefore shall be paid out of funds made available to the School Board. The School Board shall ensure that each employee managing or responsible for approving or authorizing disbursements is appropriately insured.~~

Special Warrants

~~—The School Board may provide, by resolution, for the drawing of special warrants in payment of compensation, when such compensation has been earned and is due, for~~

- ~~(i) — all employees under written contract,~~
- ~~(ii) — all other employees whose rates of pay have been established by the School Board or its properly delegated agent, upon receipt of certified time sheets or other evidence of service performed, and~~
- ~~(iii) — for payment on contracts for school construction projects according to the terms of such contracts.~~

~~—All such special warrants shall be signed by the clerk or deputy clerk of the School Board and countersigned by the Division Superintendent or the chairman or vice chairman of the School Board. Such payrolls and contracts so paid shall be reviewed and approved by the School Board at its next regular meeting.~~

Adopted: July 1, 1993
Reviewed: October 14, 2004
Amended: August 14, 2008

Legal Refs.: Code of Virginia, 1950, as amended, §§ [15.2-1541.1](#), 22.1-122, 22.1-122.1, 22.1-123

Cross Refs.: DG, Custody and Disbursement of School Funds
DJB, Petty Cash Funds
DGD, Funds for Instructional Materials and Office Supplies

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No payment for goods or services may be made unless both an itemized invoice showing the name of the person or firm to whom payment is due is present and an authorized employee of the school division has accepted the goods and certified that they were received in proper condition.

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